



# COUNTY OF WETASKIWIN No.10

*Strong Proactive Leadership • Safe Progressive Communities*

## EMPLOYMENT OPPORTUNITIES

POSTING 2021/19

### The Positions:

The County of Wetaskiwin is seeking two (2) full-time Administrative Assistants as follows:

- **Administrative Assistant-Finance/Agricultural Services**
- **Administrative Assistant-Front Counter**

### Essential Duties and Responsibilities (Finance/Agricultural Services):

- Provide administrative assistance to the Director of Agricultural Services and Financial Services
- Preparation of agendas; recording minutes
- Reconciliation of bank accounts, General Ledgers and Subledgers
- Prepare grant applications and reporting
- Review cash receipt batches for accuracy
- Provide back up assistance to Utilities, Accounts Receivable, Accounts Payable and Front Counter

### Essential Duties and Responsibilities (Front Counter):

- Greeting ratepayers and customers attending the office; Answering phones
- Processing payments daily
- Balancing cash register at the end of each shift
- Preparing bank deposits
- General account inquiries
- Sort and distribute incoming mail; post outgoing mail

### Desired Skill Sets and Experience:

All candidates must:

- Work independently and as part of a team in a fast-paced environment with the ability to problem solve
- Proficient in Microsoft Office
- Understand the basics of accounting principles and reconciling accounts
- Possess excellent written and oral communication skills; with strength in customer service
- Communicate effectively with all departments within the County
- Proactively participate in applicable training
- Committed to a strong and team oriented corporate culture, showing flexibility, adaptability, dependability

All resumes received will be considered for both positions. Applicants are asked to submit their resume by 12:00 noon, Wednesday, October 13, 2021 to:

Barb Wolter, Executive Assistant  
Box 6960

Wetaskiwin, AB, T9A 2G5

Fax: 780-352-3486 • Email: [bwolter@county10.ca](mailto:bwolter@county10.ca)  
or submit online at [www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca)

We thank all applicants in advance for their interest; however, only those considered for an interview will be contacted.