

Job Posting: Temporary Assistant Administrator

Resort Village of Chitek Lake

The Resort Village of Chitek Lake is seeking a reliable and detail-oriented temporary Assistant Administrator to support the daily administrative, financial, and customer service operations of the municipality. Reporting to the Administrator, this position serves as a primary point of contact for residents, ratepayers, and the public.

Hours of Work = 32hours/week

- **Tuesday to Thursday:** 8:30 a.m. – 4:30 p.m.
- **Friday:** 8:30 a.m. – 3:30 p.m.

Key Responsibilities

- Provide front counter and telephone reception; respond to public inquiries and complaints
- Act as the point of contact for Canada Post, including meeting security requirements
- Monitor and respond to emails and retrieve voicemails
- Receive and process payments for taxes, campground and general accounts receivable
- Process receipts and complete bank deposits
- Process accounts payable and assist with general financial administration
- Maintain office filing systems, records, and storage
- Process and distribute incoming and outgoing mail
- Perform inquiries and data entry in tax and utility MuniSoft programs
- Assist with special events and other duties as assigned

Qualifications

- Strong customer service, communication, and organizational skills
- Ability to work independently and as part of a team
- Attention to detail and ability to prioritize and meet deadlines
- Knowledge of basic accounting principles
- Strong computer skills with Microsoft Office
- Understanding of municipal legislation, policies, bylaws, and procedures is an asset
- Prior experience in a municipal or administrative office is considered an asset
- Working knowledge of MuniSoft is an asset

Conditions of Employment

- Must be bondable
- Satisfactory criminal record check required

To Apply:

Please submit your resume and cover letter to the Resort Village of Chitek Lake by the posted deadline. Only those selected for an interview will be contacted. Will require two written reference upon request.