



EMPLOYMENT OPPORTUNITY

Position:	Gas Billing Administrative Assistant
Closing Date:	May 16, 2025 or until suitable candidate is found

The County of Vermilion River Gas Utility is seeking a highly motivated individual to join our safety-oriented team as a **Gas Billing Administrative Assistant**. This is a full-time permanent position and is based out of Kitscoty, Alberta.

KEY QUALIFICATIONS

- Diploma or Certificate in Accounting, Finance or Business Administration
- Utility or Oilfield Accounting experience is an asset
- Familiarity with a variety of financial software programs is an asset
- Microsoft Office 365 with an advanced level of expertise in Excel
- Excellent analytical skills

Consideration will be given to an equivalent combination of education and experience.

KEY RESPONSIBILITIES

- Gas Billing System:
 - Account and Meter Information Maintenance
 - Residential and Oilfield Gas Volume Calculation/Entry
 - Bill Preparation and Review
- Gas Volume and Accounts Receivable Balancing
- Customer Service is essential
- General Financial/Accounting Support including Budgeting and Reporting
- Perform various duties as assigned by supervisor

SKILLS

- Strong computer skills, Excel is an essential skill
- Excellent verbal and written communication skills
- High attention to detail
- Must be able to prioritize to meet strict deadlines
- Ability to work in a team environment is essential

A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: "**CONFIDENTIAL – GAS BILLING ADMINISTRATIVE ASSISTANT**" can be submitted by **FRIDAY, MAY 16, 2025** to:
Human Resources Administrator
County of Vermilion River
Box 69 Kitscoty, AB T0B 2P0
Email: hr@county24.com

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.

County of Vermilion River Careers:

<https://www.vermilion-river.com/departments/administration/careers>