



EMPLOYMENT OPPORTUNITY

Position:	Accounts Receivable Administrative Assistant – Temporary
Closing Date:	May 30, 2025, or until suitable candidate is found

The County of Vermilion River is seeking a highly motivated individual to join our safety-oriented team as an **Accounts Receivable Administrative Assistant**. This will be for a 12-month temporary position covering a maternity leave with the possibility of an extension or permanent employment based out of Kitscoty, Alberta.

KEY QUALIFICATIONS

- Certificate in Accounting as a minimum; Diploma or Degree in Accounting, Finance or Business Administration is preferred.
- Experience in an Accounts Receivable role, preferably in a municipal environment.
- Familiarity with Central Square (Diamond/Great Plains) software is an asset.

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

KEY RESPONSIBILITIES

- Front Counter Reception duties, such as answering phones, mail collection and distribution, customer service, cash receipts, supplies, etc.
- Daily financial transaction processes, including EFT's, cheques, and utility payments.
- Generate accounts receivable invoices.
- Perform month end duties for Accounts Receivable function.
- May provide backup for vacation coverage as the need arises.
- General administrative duties as they arise or as assigned by supervisor.
- Records Management as it pertains to all areas of this position.

SKILLS

- Excellent data entry skills.
- Strong analytical and critical thinking skills.
- Strong computer skills, intermediate proficiency with Microsoft Office 365.
- Strong work ethic and highly motivated; accuracy and attention to detail are essential.
- Must be able to prioritize to meet strict deadlines, i.e., month end.
- Team player with excellent written and verbal communication skills.
- High level of integrity and able to maintain confidentiality.

A competitive salary and comprehensive municipal benefits package are available. The successful candidate must 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 – ACCOUNTS RECEIVABLE ADMINISTRATIVE ASSISTANT"** can be submitted by **FRIDAY, MAY 30, 2025**, to:

Email: hr@county24.com
Human Resources Administrator
County of Vermilion River
Box 69 Kitscoty, AB T0B 2P0

All resumes and personal information provided will be managed 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>