

Job Opportunity: Administrative Assistant (Part-Time)

Location: Village of Donnelly Office

Reports To: Chief Administrative Officer (CAO)

Hours: 21 – 32 hours per week

Application Deadline: Tuesday, September 30, 2025

Position Summary

The Village of Donnelly is seeking a detail-oriented and motivated Administrative Assistant to join our team. This part-time position supports both administrative and financial functions in the Village Office. The successful candidate will work directly with the public and assist the CAO in the day-to-day operations of the municipality.

Administrative Duties

- Greet and help residents and visitors at the front counter or by phone
- Answer questions or direct people to the right department
- Type letters, reports, and other documents
- Keep paper and digital filing systems organized and up to date
- Update and maintain bylaws and other important documents
- Keep office supplies stocked and order more when needed
- Help organize and update office templates and forms
- Oversee and support Public Works and Admin staff to stay on task
- Help make sure Village property is well-maintained and bylaws are followed
- Track and respond to public complaints
- Support the CAO with daily tasks and special projects
- Assist with emergency programs and municipal training
- Keep the office clean and tidy (floors, windows, workspace, etc.)

Finance Duties

- Take payments for taxes, utilities, permits, and licenses
- Issue receipts and record payments properly
- Prepare and send utility bills to residents
- Update tax and utility account information (names, addresses, etc.)
- Enter financial transactions and keep accurate records
- Process accounts payable, match invoices to orders, and prepare cheques
- Make regular bank deposits and keep track of them
- Help prepare the annual budget and support the monthly and year-end financial reports

- Maintain pre-authorized payment systems for taxes and utilities
- Communicate with vendors to make sure invoices are correct
- Assist with provincial and federal grant paperwork when needed
- Learn and use financial software for accounting, payroll, utilities, and taxes
- Clean up outdated tax and utility account information
- Collect outstanding payments from closed accounts
- Organize and digitize bylaws and filing systems
- Set up cleaning and maintenance routines for the office
- Training for emergency management (first aid)
- Supports day-to-day coordination of Public Works tasks

Skills and Qualities

- Accurate and detail-oriented
- Well-organized and able to manage time effectively
- Can work independently without close supervision
- Strong written and verbal communication skills
- Friendly and helpful when working with the public
- Able to use financial software
- Maintains confidentiality and professionalism
- Positive attitude and willingness to learn

How to Apply

Please send your **resume and cover letter** to:

Email: cao@donnelly.ca

In person: PO Box 200, 5003 3rd St. Donnelly AB T0H 1G0