

EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSISTANT



Starland County is currently establishing a pool of qualified candidates for an Administrative Assistant. As an administrative assistant, you will provide administrative and financial support across the organization. This role requires an organized, detail-oriented, and customer-focused individual who can manage multiple priorities efficiently. This pool will be used to staff temporary, seasonal, and permanent full-time vacancies for various administrative assistant positions including Accounts Payable/Receivable, Reception and Utilities.

KEY RESPONSIBILITIES

- Accounts Payable / Receivable
 - Posting invoices and print cheques
 - Balancing AP & AR monthly
 - Prepare billings for various departments
- Reception
 - Receiving and receipting payments
 - Filing, records scanning and storage
- Utilities
 - Downloading meter reads and generating water billing for various water systems, initiating those statements and receipting invoices

QUALIFICATIONS AND SKILLS

- Completion of post-secondary education in business administration, finance, accounting or a related field or equivalent combination of education and experience
- Previous experience in an administrative or office support role
- Demonstrated financial background, including experience working with invoices, payments, reconciliations, or financial records
- Strong communication skills in writing and verbal
- Proficient in Microsoft Office Applications (example: Word, Excel, Outlook)
- High level of accuracy, organization, and attention to detail
- Ability to manage competing priorities and work effectively in a fast-paced environment

Successful candidates will be required to work a 35-hour work week, Monday to Friday. A clear Criminal Record Check must be completed prior to commencement of employment. The wage range will depend on qualifications and experience.

If this opportunity is of interest to you, please forward your resume and cover letter to the address below. This opportunity will remain open until March 20, 2026. For additional information on the job description or our municipality, please see our website at www.starlandcounty.com.

Starland County
PO Box 249, Morrin, AB, T0J 2B0
Attention: Human Resources Coordinator
Email: hr-office@starlandcounty.com

We thank all applicants for their interest, however, only those selected for an interview will be contacted.