

Employment Opportunity

ASSISTANT CHIEF ADMINISTRATIVE OFFICER

The Village of Mannville is seeking a dedicated and skilled professional to join our team as a **Full-time Assistant Chief Administrative Officer (Assistant CAO)**.

The Assistant CAO will provide professional support for the Chief Administrative Officer (CAO) in general accounting, finance matters, strategic planning, legislative planning and compliance and general research while exercising considerable independent judgment, tact and diplomacy. Responsible for accurate processing of accounts receivable, property taxes including all property tax recovery processes, utilities, cash and accounting/clerical work of a relatively complex nature in accordance with Village policies, procedures and bylaws.

Provide reception and cashier services in a professional, friendly, and helpful manner. Requirement to exercise independence of judgment to complete tasks. This position is always expected to maintain a strict degree of confidentiality.

Duties:

Without restricting the general nature and scope of work, the following are illustrative examples of work that will be expected of this position:

- Research and assist with development of required bylaws, policies and procedures for Council presentation.
- Assist the CAO throughout the budgeting process.
- Assists with Council meeting agenda preparation.
- Assists grant writing and reporting.
- Assists the CAO on all aspects of the planning and development process.
- Remain informed about current and changing legislative processes and requirements and provide ongoing legislative support to the CAO.
- Undertake all tasks related to property tax recovery.
- Answer public inquiries relating to municipal procedures, bylaws and policies and provide information to the public relative to taxes, rates, fees and other municipal services and charges.
- Calculate quarterly GST return, accounts receivable, water and sewer utilities, business licenses, property taxes and other related finance duties as assigned by the CAO.
- Prepare spreadsheets and reconciliation reports.
- Process T4's, Records of Employment, and any other matter relating to Revenue Canada.
- Responsible for year-end closure, sub-ledger/general ledger balancing, and fiscal year roll over of financial software.
- Assist the CAO in preparations for annual financial plans, audits, financial statements and annual reports.
- Clerk of the Subdivision and Development Appeal Board.
- Clerk of the Assessment Review Board.
- Provide ongoing support and accounting assistance to the CAO and Finance Clerk.
- Prepare and maintain correspondence.
- Undertake other related duties as required.

Qualifications

- Minimum grade 12 Diploma.
- Possess a post-secondary certificate or diploma with a local government focus, i.e., Public Administration, Business Administration, etc., would be considered an asset.
- Minimum 5 years of progressive experience in local government administration.
- A combination of relevant experience and education may be considered.

Deadline to submit applications will be April 17, 2025, by 4:30 p.m. (MST).

Interested candidates are invited to forward their resumes, in strict confidence, to:

Attention: Brooke Magosse, Chief Administrative Officer

Village of Mannville

Box 180, 5127-50 Street

Mannville, Alberta

T0B 2W0

Fax: (780) 763-3743

Email: cao@mannville.com

We thank all interested applicants; however, only applicants selected for interviews will be contacted.