



County of Forty Mile No. 8 Job Posting

Position: Administrative Assistant

Division: Corporate Services

Job Type: Permanent, Full Time

Location: Foremost, Alberta

Our Community

The County of Forty Mile No. 8 (the County) is a forward-looking rural community in southeastern Alberta. Consisting of expansive prairie, thriving farms, ranches, and small urban centres, it blends traditional rural values with modern amenities. Our mission is to provide a strong, supportive community to residents, agriculture, and industry through quality services, responsible action, and development.

The Opportunity

Due to the promotion of an incumbent, the County is seeking a highly motivated individual with the desire and ability to excel as an Administrative Assistant. Reporting to the Director of Corporate Services, the Administrative Assistant is responsible for providing reception duties, financial transactions, records keeping and other services across the organization.

As a key member of the County's Corporate Services team, the Administrative Assistant is responsible for customer service, processing documents, records management, and assist other departments as required. Excellent customer service, maintaining financial transactions and addressing front counter, assisting ratepayers and other customers is a must.

Superior organizational skills, the ability to maintain confidentiality, conscientiousness, professionalism, and the desire to deliver exceptional service to internal and external stakeholders are essential to success in this role.

About You

If you enjoy working in customer services, have an ability to multitask, a keen eye for detail, and thrive in a collaborative environment, we have the challenging and professional work environment for you. You must be committed to public service, continuous improvement, and supporting the County's vision of a vibrant and spirited community. If you can think critically, solve problems, plan strategically, adapt quickly, and are committed to getting the job done, you will enjoy working at the County. The County is committed to providing a fair, inclusive, and respectful work environment to its employees.

Wage and Benefits: As per the Canadian Union of Public Employees (CUPE), Local 3395, Collective Agreement. The current starting wage is \$31.46 per hour.

Interested applicants are invited to submit their resume along with a cover letter to: hr@fortymile.ab.ca

Applications will first be reviewed on October 26, 2026, and the position will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Primary Duties and Responsibilities

1. Be the primary point of contact for residents and stakeholders, embodying a courteous, friendly and efficient demeanor.
2. Receive, review and process payments which may include cheques, cash, electronic transfers, or other payment methods, in a timely manner while adhering to payment schedules and due dates, ensuring proper coding, accurate categorization and compliance with applicable County policies, procedures, and internal controls.
3. Ensuring accurate and up-to-date records; liaise with customers regarding payment status, discrepancies, and other queries to foster positive customer relationships, while maintaining confidentiality.
4. Investigate and resolve billing discrepancies, monitor County ratepayers' or clients' balances and support the resolution of overdue and outstanding receivables.
5. Identify process gaps, unusual transactions, or potential risks and escalate them appropriately; support internal and external audit requirements and the Director with accounting projects and initiatives as required.
6. Maintain accurate and complete accounting records and supporting documentation; identify opportunities to enhance the efficiency and effectiveness of the financial processes, proposing and implementing process improvements where possible.
7. Organize mailing, process courier services, and assist Council needs as required.
8. Be willing to assist and learn duties of the Corporate Services Department when required.

Required Abilities, Knowledge and Skills

1. Strong understanding of financial concepts and systems, data, and internal controls to ensure accuracy and completeness of financial data.
2. Self-motivated with the ability to work autonomously and take initiative on finding solutions to complicated problems. This will include a willingness to step up and lead projects independently.
3. Demonstrate strong interpersonal and collaboration skills, providing excellent customer service, and effectively working as part of a team.
4. Possess well-developed written and oral communication skills and the ability to follow oral and written directions.

5. Exhibit well-developed planning, prioritizing, and organizational skills, ensuring dependability in completing all job aspects.
6. Show adaptability and agility to learn and contribute to varying and complex projects and tasks.
7. Maintain a high level of discretion in the handling of sensitive and confidential information appropriately, in accordance with applicable legalisation and County policies.
8. At all times, must exhibit: respectful and professional behavior towards colleagues, supervisors, and the public; integrity, honesty, and fidelity to the County and in the work performed; respect for authority; utmost regard for the County's interests and reputation;
9. Be a self-starter with strong time management skills and the ability to effectively prioritize workflow to meet tight deadlines.
10. Demonstrate commitment to professional growth and a strong aptitude for service excellence.

Required Qualifications

1. A post-secondary diploma in a related field (e.g., accounting, business administration, office administration, payroll administration, paralegal, or legal administrative assistant, etc.) supplemented with at least five (5) years of experience in accounting, financial data management, banking or payroll administration. Equivalencies may be considered. Supervisory experience is desired.
2. Proficient in working with Microsoft Office suite of products (Word, Excel, PowerPoint, Outlook, etc.), Adobe, and financial and records management software. Testing may be conducted to validate proficiency.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job and may include but are not limited to:

1. Possess manual dexterity to handle and work with various materials and objects essential to this position. This includes the ability to use hands to handle or feel objects or controls and grasp and assemble objects.
2. Ability to bend, lift, push, pull, be seated or on your feet for extended periods of time.

3. Ability to lift, stack, push, and pull objects weighing 15-30 kgs occasionally and infrequently and exert 5-10 kgs of force to lift, carry, push, and pull or otherwise move objects regularly.
4. Engage in stooping, kneeling, crouching, twisting/turning, reaching, and bending at the waist. Ability to sit, stand, walk, carry, and exert force for prolonged periods.
5. Specific vision abilities include close vision, distance vision, color distinction, peripheral vision, depth perception, and the ability to adjust focus, with or without correction.
6. Must hear within the normal audio range, with or without correction.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and are not limited to:

1. Duties are primarily performed in an office environment, involving prolonged periods of sitting and exposure to a computer screen, as well as performing repetitive movements.
2. Prolonged and extensive use of a computer, telephone or other office equipment while being sedentary.
3. Typing or applying pressure to an object with fingers and palm, including but not limited to the use of a keyboard and mouse.
4. Sitting for long periods of time and using hands and fingers repetitively in the operation of office equipment; close visual acuity to view a computer monitor and review documents and reports;
5. Travel to and from other County facilities and attending meetings in the evening, outside of typical working hours, may be required.

This job description is only a summary of the typical functions of the position, not an exhaustive or comprehensive list of all possible duties, responsibilities, and tasks. The County reserves the right to add to, alter, or modify the duties, responsibilities, and tasks of this position at any time without notice.