



FINANCE AND UTILITIES ASSISTANT

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for a Finance and Utilities Assistant. Reporting to the Finance and Accounting Supervisor, this position is responsible for providing administrative support to the Utilities area as well as supporting accounting, payroll, and other functions of the Finance Department. Duties may include the following; responding to inquiries regarding utilities, complaints, billing and overdue accounts; preparing monthly water plant consumption comparison reports and graphs; reviewing, processing, entering and distributing departmental vendor invoices for review and approval; preparing accounts receivables invoices and sends out monthly statements; responding to questions/concerns regarding pay, benefits and accrual balances as required; performing other related duties as assigned. If you are looking for both a varied and challenging position, then this is the opportunity for you!

You have a minimum of three (3) years relevant utilities/finance/ administrative/accounting experience combined with a diploma in Business Administration, Accounting or a related field. You are proficient with MS Office products, specifically spreadsheet applications and experience with financial systems software such as Microsoft Dynamics Great Plains software is essential. You have excellent organizational, communication and problem-solving skills. You are detail oriented and enjoy working collaboratively with a wide range of people.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, participation in the Local Authorities Pension Plan, in addition to supporting learning and development opportunities. This full-time, permanent position entails 37.50 hours week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

If this opportunity interests you, please forward your resume and cover letter no later than:
4:30 p.m. on Wednesday, July 24, 2024, to competitions@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*