

Administrative Assistant—Temporary



TOWN OF
PEACE RIVER
ALBERTA

The Town of Peace River is seeking a customer-focused and adaptable individual to join our Finance Department as a Temporary Administrative Assistant. Reporting to the Finance Manager, this position provides administrative and customer service support across a variety of financial functions and plays an important role in ensuring the efficient delivery of services to residents, businesses, and internal departments.

This is an excellent opportunity for someone who enjoys variety in their work, thrives in a fast-paced environment, and is willing to jump in wherever help is needed.

What You'll Do

- Assisting with data entry, reconciliations, and other administrative duties within the Finance Department;
- Providing coverage for staff absences and supporting special projects as required
- Providing front-line customer service in person, by telephone, and through electronic communications;
- Responding to inquiries related to property taxes, utility accounts, payments, and general municipal services;
- Receiving and processing payments and balancing daily cash receipts;
- Assisting with accounts payable and accounts receivable functions;
- Supporting tax and utility billing activities, including account maintenance and customer follow-up;
- Preparing correspondence, reports, forms, and other documentation;
- Maintaining electronic and paper filing systems and ensuring records are organized and up to date; and
- Performing other related duties as assigned.

What You'll Bring

- Excellent customer service and interpersonal skills;
- Strong organizational skills and attention to detail;
- The ability to manage multiple priorities and adapt to changing demands;
- Sound judgment, professionalism, and discretion when handling confidential information;
- Proficiency with Microsoft Office applications, particularly Word, Excel, and Outlook;
- Strong verbal and written communication skills; and
- The ability to work both independently and collaboratively as part of a team.

Qualifications

- Completion of Grade 12 or equivalent;
- Post-secondary education in business administration, accounting, office administration, or a related field would be considered an asset;
- Experience in an administrative, customer service, or finance-related role;
- Municipal experience, including familiarity with property taxes, utilities, accounts payable, or accounts receivable, would be considered an asset; and
- Experience working with financial or municipal software systems is an asset.

Full Time • Temporary Employment

Term: ASAP to October 16, 2026

Wage: \$25.57 per hour

Hours: Monday to Friday
7.5 hours per day
37.5 hours per week

Closing Date: Open until a suitable candidate is found.

The Town of Peace River is committed to fostering an inclusive workplace and welcomes applications from all qualified individuals.

Qualified applicants are invited to forward their resumes, in confidence, to the address below (**quote Competition #26/014.**

Employee Services Manager

Email: hr@peacriver.ca

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

Posted: June 10, 2026