



PO Box 460, 56 Wheatland Avenue
Smoky Lake AB T0A 3C0
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smokylake.ca | town@smokylake.ca

EMPLOYMENT OPPORTUNITY

Municipal Clerk

The Town of Smoky Lake is seeking a permanent full time Municipal Clerk to join our team. This exciting opportunity is responsible for accounts payables, communications, reception and assistance with accounts receivables, taxes and utilities. Through effectively managing priorities, the Municipal Clerk is a key contributor to the achievement of the organization's operational deliverables.

Duties and Responsibilities:

- Accounts Payables.
- Greet and assist customers.
- Answers telephones, pick up mail, respond to emails.
- Process cash receipts and bank deposits.
- Respond to complaints, bylaw enforcement administrative support.
- Prepare formal correspondence.
- Research and assist with the preparation of motions, policies, and procedures
- Communications – social media, maintenance, updates, and development of the Town's website, and development of the Town's newsletter.
- Assist with planning and executing Town events.
- Assist with Election
- Maintenance of the Town's Records Management
- Cross-train with Accounting Clerk to assist with Accounts Receivables, Taxes, and Utilities.
- Perform related duties as required.

For more information, please visit our website at www.smokylake.ca

Interested applicants are invited to submit their resumes, in confidence, to the Town of Smoky Lake, 56 Wheatland Avenue, Smoky Lake or email HR@smokylake.ca by 4:00 p.m. on Friday, January 10, 2025 or until a suitable candidate has been selected.