



## **Town of Stephenville Crossing**

### **Employment Opportunity**

#### **Administrative Assistant (Temporary Medical Leave)**

The Town of Stephenville Crossing is seeking an **Administrative Assistant** to perform various administrative, financial, and clerical duties administrative support to the Town Clerk/Manager researching and compiling information on assigned subjects, receipting cash, balancing cash daily, deposits, payroll, accounts payable, generating Records of Employment, performing daily back up of the Accounting Computer System, attending Council Meetings, recording proceedings and decisions of Council. records management, issuing permits, preparing tax invoices, and assisting with annual budget preparation.

Candidates must demonstrate knowledge and skills in computers, accounting, payroll, and budget preparation.

The ideal candidate will have successfully completed an accredited post-secondary program in Office Administration and/or Accounting or an equivalent program of studies; office management skills, including calendar management and coordinating meetings; demonstrated ability to work with sensitive information; experience in a municipal government setting; demonstrated strong written and oral skills; demonstrated proficiency in computers or any equivalent combination of education, experience and training acceptable to the Town. Knowledge of Town Suite will be considered as an asset.

If you are interested in an opportunity to become part of an inspired team providing effective and quality municipal service, please submit a cover letter and resume. Candidates must provide their resume, a certified transcript of the completion of their post-secondary program, a letter clearly outlining how they meet the qualifications for this position, why you want to work for the Town of Stephenville Crossing and a criminal check, at least two (2) professional references to:

**Town of Stephenville Crossing**

**P. O. Box 68**

**Stephenville Crossing**

Applicants are to submit the requested documents electronically to [yvonne.young@stephenvillecrossing.ca](mailto:yvonne.young@stephenvillecrossing.ca) by 2pm, April 13, 2026.

We thank all applicants for their interest in this position and advise we will only contact those considered for an interview.