

# TOWN OF CASTOR

## JOB OPPORTUNITY: ASSISTANT CAO



### CONTACT

Donna Rowland

 [donna@townofcastor.ca](mailto:donna@townofcastor.ca)

### EDUCATION, SKILLS & EXPERIENCE

Degree or diploma in Public  
Administration/Business

Experience and or proficiency  
in Diamond Software would  
be an asset

Proficient in Microsoft  
applications

Excellent organizational  
skills, time management  
and communication skills

Strong understanding of  
principles and practices of  
public administration

Work independently and  
within a team

The Town of Castor invites applications for the position of Assistant Chief Administrative Officer.

The Assistant CAO is responsible for aiding in the overall operation and delivery of municipal services for the Town of Castor in accordance with the Municipal Government Act and those assigned by the Chief Administrative Officer.

The Assistant C.A.O. reports directly to the C.A.O. and during the absence of the C.A.O. assumes their duties.

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### RESPONSIBILITIES

- Maintain a positive and productive relationship with Town of Castor employees based on trust, commitment, and open communications.
- Responsible for day-to-day financial activities of the Town.
- Responsible for the accounts payable and receivable; payroll; taxes and utilities in terms of financial functionality.
- Ensure all invoices are paid in a timely fashion and prepares reporting for Council. Ensures all sales are invoiced and supervises collection.
- Responsible for monthly payroll, advances and all associated reporting required and year end tasks.
- Taxes: ensure the tax roll is up to date, yearly tax levy is applied; and collection of all taxes including mobile unit licenses and airport leases.
- Utilities: responsible for the upkeep of the utility roll; monthly utility billings; and utility bill collection.
- Acts as the IT department for the Town.
- Ensures the asset management program is updated.
- Attends meetings as required.

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Compensation: The Town of Castor offers a benefits package, competitive salary, and participates in the Local Authorities Pension Plan (LAPP).

Hours of Work: Monday-Friday 8:30am-4:30pm

Closing Date: **4:30pm March 13, 2023**

Qualified candidates are requested to submit a cover letter, and detailed resume outlining their experience. The Town of Castor thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Applications may be returned electronically to Donna Rowland, C.A.O. at [donna@townofcastor.ca](mailto:donna@townofcastor.ca)