

Summer Village of Sunset Point Chief Administrative Officer (CAO) Opportunity

The Summer Village of Sunset Point is a beautiful lake community situated on the eastern shores of Lac Ste. Anne. With a permanent population of 221 (with more through the summer), the community is situated west of Edmonton off Hwy 633 adjacent to the Village of Alberta Beach.

Key Responsibilities

- Assist in handling incoming calls, emails, and inquiries.
- Manage cash receipts.
- Manage accounts receivable/accounts payable.
- Maintain and organize office filing systems, both physical and digital.
- Order and manage office supplies inventory.
- Ensure office equipment is properly maintained and serviced.
- Assist in the administration and distribution of tax notices.
- Ensure adherence to legislative requirements such as the Municipal Government Act, and the Summer Village bylaws and policies.
- Monitor social media and update website.
- Assist in organizing Council and Intermunicipal meetings.
- Deliver consistent, knowledgeable customer service in a professional, timely manner.
- Perform other related tasks and functions as assigned by the Chief Administrative Officer.

Requirements:

- Must have municipal work experience.
- Proficient in computer skills (MS Office) required.
- Experience with accounts payable/accounts receivable software.
- High level of interpersonal skills and a willingness to learn systems and new technology is required.
- Personal initiative, the ability to work independently, and as a team-player.
- Ability to handle confidential information with discretion.
- Highly organized and detail oriented.
- The Summer Village Council will consider detailed contract proposals (including resume of contractor(s), proposed number and scheduling of hours, and a detailed fee for service) for the provision of required municipal administrative services.

Additional Information:

Contract is negotiable and will be commensurate with qualifications and experience.

Closing Date: January 30th, 2026

Applications are preferred by email forwarded to: office@sunsetpoint.ca

Summer Village of Sunset Point
Box 596
Alberta Beach, AB
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ATTENTION: CAO Opportunity

Any questions regarding this opportunity may be directed to CAO Mike Primeau at the email listed above.