



CAREER OPPORTUNITY

Financial Administrator

The Whitemud Watershed District is accepting applications for a full-time Financial Administrator. The position is for approx. 35 hours/week, with a full range of employee benefits. Start date will be Monday August 29, 2022.

Duties & Qualifications:

Reporting to the Board of Directors, the Administrator will be responsible for all aspects of financial administration, including detailed accounting, in accordance with generally acceptable accounting principles and financial audit procedures. Additional responsibilities include payroll, T4 & T4A preparation, preparation of budgets, project coding, preparation of tenders, inventory, public relations, recording meeting minutes, preparing financial reports, reception and other general office tasks.

The preferred applicant is required to have excellent communication and interpersonal skills, **MUST be highly proficient with Simply Accounting Sage 50 and Excel** as well as other Microsoft Office software, openness to working on a variety of tasks, vast experience with budgets and hold a diploma or degree in business administration or an equivalent combination of education and experience. Applicant should have some knowledge of Watershed programs and affairs.

For more information on the Whitemud Watershed District please visit whitemudwatershed.ca

Interested candidates should submit a cover letter and resume describing how you meet the specified qualifications (include three references) and expected salary range by **1:00 pm, Friday, July 1, 2022** to:

Whitemud Watershed District
Box 130
Neepawa, MB R0J 1H0
or e-mail: wwcd_admin@mymts.net
Phone (204) 476-5019

Thank you to all interested applicants. Only those selected for an interview will be contacted.