

SOURIS RIVER WATERSHED DISTRICT

Job Opportunity - Financial Administrator (FULL-TIME)

The Souris River Watershed District is accepting applications from qualified individuals for a fulltime position of Financial Administrator

Job Objective:

The Financial Administrator is responsible for financial aspects of the watershed district including budgeting, project allocations, inventory, bank reconciliation, chart of accounts, posting of transactions in SAGE accounting.

The Financial Administrator reports directly to the General Manager

The Financial Administrator is responsible for the coordination and overseeing the annual budget process in collaboration with staff, setting deadlines, and following up with all contributors such as GROW, Program Coordinators, Operational Administrator, and the General Manager.

Job Location: This position may be located in either the Reston or Deloraine Office with some travel between the two offices on occasion

Skills Required:

- Microsoft Office (Word, Excel, PowerPoint)
- Experience with SAGE Accounting
- Experience and education that includes management of books, budgeting, invoicing, payables.
- Strong skills with the ability to manage multiple or competing priorities with tight deadlines.
- Excellent communication, interpersonal and computer skills.
- Knowledge of government processes and procedures would be an asset.

Qualifications:

- Graduate of a degree, diploma, or certificate program in Business Administration, Accounting, or equivalent relevant experience (Accounting concentration preferred)
- Previous experience in an office setting
- Experience in management of employees would be an asset.

Compensation:

- 35 hour work week
- Salary range \$52,000.00—\$67,000.00
- Employer paid Blue Cross Health Benefits Plan III
- Municipal Employee Benefits Pension

Interested applicants may submit a cover letter and resume including salary expectations and a list of 3 references by **4:30 p.m., Friday, October 11, 2024** to:

Email: dean@srwd.ca Attention: Dean Brooker General Manager

or

Souris River Watershed District Attention: Dean Brooker

Box 339, 404 4th Street, Reston, MB R0M 1X09

Ph: (204) 877-3020 Fax: (204) 877-3090

Email: dean@srwd.ca

For more information please call the General Manager at 204 851 7157