POSITION FOR SECRETARY TREASURER BEAVERFALLS WATERWORKS DISTRICT

We are looking for an Administrator who doesn't mind wearing multiple hats, experienced in handling a wide range of administrative tasks. Able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting our Improvement District.

Qualifications:

- Proven office management, administrative and bookkeeping experience
- Proficient in MS Office Word, Excel, etc.)
- SAGE accounting.
- Good communication skills and a proven ability to work with the public.
- Able to work independently and as a team.
- Proven ability to multi-task and prioritize tasks.
- Knowledge of accounting, data and administrative management practices and procedures.
- Attention to detail & problem-solving skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent written and verbal communication skills.
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Job Description – Secretary Treasurer Position

Corporate:

- Prepare accurate meeting minutes and ensuring the safekeeping of minutes, bylaws and other improvement district business records.
- Providing access to all improvement district business records as required by law or authorized by the board of trustees.
- Signing and certifying copies of bylaws and other documents are required and requested.
- Accepting on behalf of the improvement district or the board of trustees, notices and documents given or provided to the improvement district or the board of trustees.

Financial:

- Receiving all money paid to the improvement district.
- Keeping all funds and securities of the improvement district.
- Expending and disbursing money in the manner authorized by the board of trustees.
- Investing funds in investment under Section 745 (4).
- Preparing, maintaining, and keeping safe and accurate records and full accounts of the improvement district's financial affairs.
- Compiling and supplying information on the financial affairs of the improvement district required by the Inspector of Municipalities.

Other Duties:

- Prepare yearly tax and toll notices
- Bank deposits and pick up mail
- Correspondence
- Prepare books, ledgers for Auditor –meetings with accountant.
- Prepare for meetings, Annual Meeting, advertisements, notices etc.
- Inquiries from public
- Purchasing – office supplies and services
- Regular updating of assessment roll, emergency procedures, water analysis.
- Clean office
- Assessment roll, Emergency Procedures
- Attend Board Meetings
- Maintain and Update website
- Land Title Changes
- Communicate with MoTI, IHA, RDKB, MOE and Provincial Ministry Staff.