



SWAN LAKE WATERSHED DISTRICT
Financial/Accounting Administrator
Full-Time, Permanent Position – 36.25 hours/week

The Swan Lake Watershed District (SLWD) is a municipally-based, non-profit organization made up of local people in partnership with the provincial government, private industry, and non-government organizations. The SLWD is governed by a Board of Directors comprised of municipally-appointed members, with significant input by sub-district members representing grassroots level people. The SLWD's co-operative mandate is to promote the sustainable use and management of land, water, air and related resources within the Watershed District.

This position is full-time through the SLWD with blended part-time hours dedicated to Administration with the Swan Valley Planning District (SVPD).

Benefits package includes: Health/Dental Spending Account, Life Insurance, Disability, RRSP Contributions, Sick Days, and Vacation.

QUALIFICATIONS/SKILLS:

- Post-secondary education in the area of business administration and financial management/accounting or equivalent combination of related education, training and experience may be considered
- Experience in municipal administration and operations is preferred
- Experience with SAGE Accounting is preferred
- Experience working and applying legal documents with provincial and federal financial administrative processes
- Extensive experience with Microsoft Office Suite, with emphasis on MS Excel including manipulating data and using complex formulas
- Effective verbal communication skills with the ability to deliver information in a clear and organized manner
- Valid Class 5F driver's license

RESPONSIBILITIES/DUTIES:

- Reporting to the Board of Directors
- Responsible for all aspects of financial administration including, but not limited to, payroll, project coding, recording meeting minutes, preparing financial reports, reception
- Prepare and present to the Board/Province financial reports and annual budget with Manager
- Monitor budget (including Municipal and Provincial grants) for regular review
- Demonstrates problem solving skills
- Build and maintain a network with the other 13 Watershed District administrators
- Work with other Watershed Districts on Provincial events
- Prepare informational materials that will promote the District
- Represent and promote the SLWD in a positive and proactive manner
- Ability to perform invoicing and bill payments
- Annual reporting to WCB and FIPPA
- Work closely with the SVPD Development Officer
- Ability to conduct public hearings and perform financial plan amendments
- Ability to draft up development permits and subdivisions
- Work with financial auditor for both SLWD and SVPD

Interested applicants should submit resume, cover letter (3 references and salary expectations) by 4:30pm July 2, 2021 to:

Swan Lake Watershed District
Edward Shao, Interim-Manager
559-4th Ave North; Box 1858
Swan River, MB R0L 1Z0
Phone: 204-734-9550
Email: manager@slwd.ca

The Swan Lake Watershed District would like to thank all applicants for their interest; however, only those selected for further consideration will be contacted.