



Full Time Administrator

The Souris River Watershed District with offices in Deloraine and Reston, MB and is seeking a highly motivated individual to fill the position of Administrator.

Duties:

Reporting directly to the General Manager, and working in close cooperation with all Staff. The administrator will be responsible for all aspects of financial administration. This includes detailed accounting in accordance with acceptable procedures and financial audit purposes.

Administrative responsibilities include: payroll, accounts payable, accounts receivable, project coding, inventory tracking, public relations, preparing financial reports, front desk reception, and other general office tasks.

Qualifications:

- Post-secondary education in Business Administration (Accounting Concentration Preferred)
- Experience using Microsoft Office applications including Outlook, Word, PowerPoint and Excel or equivalent software applications
- Ability to meet deadlines & follow budgets
- Strong problem solving, analytical and decision making skills
- Excellent communication and organizational skills & ability to work with members of the public
- Hold a valid class 5 driver's license

The Souris River Watershed District offers competitive compensation, group benefits and a Pension Plan . A detailed job description is available upon request.

If you are interested in applying for the position, please submit your resume & salary expectations before Friday, May 21, 2021 to:

Souris River Watershed District
Box 399, Reston, Manitoba R0M 1X0
Phone: 204.877.3020 Fax: 204.877.3090 Email: mgr.reston@srwd.ca

The Souris River Watershed District would like to thank all applicants for their interest however, only those selected for an interview will be contacted.