

## **GENELLE IMPROVEMENT 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, PowerPoint, Excel, etc.) and desktop publishing.
- SAGE accounting familiar with payroll
- 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

### **Job Description - Administrator 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.
- Keeping the improvement district seal and having it affixed to documents as required.

#### **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
- Take deposits to bank and pick up mail
- Correspondence
- Prepare books, ledgers for Auditor –meetings with accountant
- Prepare for meetings, Annual Meeting, advertisements, notices etc.
- Payroll – honorariums, casual labour, Revenue Canada – remittance
- Inquiries from public
- Purchasing – office supplies and services.
- Regular updating of assessment roll, emergency procedures, water analysis.
- Annual WCB remittance.
- Clean office.
- Assessment roll, Emergency Procedures.
- Attend Board Meetings.
- Land Title Changes
- Communicate with MoTI, IHA, RDKB, MOE and Provincial Ministry Staff.