



Assiniboine West Watershed District



Box 223 · Miniota, MB · R0M 1M0

Fax: 204-567-3587 – myawwd.ca – info@myawwd.ca

Miniota

204-567-3554

Inglis

204-564-2388

Oak River

204-566-2270

The Assiniboine West Watershed District (AWWD) 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 AWWD is governed by a Board of Directors comprised of municipally-appointed members, with significant input by sub-district members representing grassroots level people. The AWWD's co-operative mandate is to promote the sustainable use and management of land, water, air and related resources within the Watershed District.

Benefits include: Health/Dental, Pension, Life Insurance, Disability, Sick Days, and Vacation pay

QUALIFICATIONS/SKILLS:

- Post-secondary education in the area of business administration and payroll management or equivalent combination of related education, training and experience may be considered
- Experience with SAGE Accounting is preferred
- Experience working with legal agreements and documents and applying it against established provincial and federal financial and/or 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:

- Must use excellent communication and interpersonal skills; be open to working on a variety of tasks,
- Payroll including reviewing timesheets, calculating benefit deductions, preparing records of employment when required, and the preparation of any forms for new hires.
- Prepare annual reports for FIPPA, Employee Benefits, Worker's Compensation, T4 and T4A slips.
- Maintain office filing, correspondence and supplies.
- Maintain administrative, operational, policy and personnel records.
- Prepare and update the Watershed District Handbook and Policy Manuals.
- Assist the Financial Administrator and Manager in any final reports required for external funding agreements.
- General office duties including answering phones, responding to emails, and preparing correspondence.
- Build and maintain a solid network with the other Watershed District staff
- Work with other Watershed Districts and Provincial staff
- Prepare informational materials that will promote the District
- Represent and promote the AWWD in a positive and proactive manner
- Prepare agendas with all required background information, assist the General Manager and Administrator with preliminary requirements for meetings
- Organization of meals required for meetings.
- Assist with preparation of audit requirements and files
- Other duties as assigned

Interested applicants should submit resume, cover letter (3 references and salary expectations) by 4:30pm June 9, 2023 to:

Assiniboine West Watershed District
Ryan Canart , General Manager
111 Sarah Ave, PO Box 223
Miniota, MB R0M 0N0
Phone: 204-567-3554
Email: ryan@myawwd.ca

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