



COWICHAN BAY WATERWORKS DISTRICT

Phone: 250-748-1687

Email: cbwater@telus.net

1760 Pavenham Road, Cowichan Bay, British Columbia V0R1N1

Website: www.cowichanbaywater.com

Job Description

Administrative Assistant

Cowichan Bay Waterworks District (CBWD) is seeking a success-driven office professional to provide bookkeeping services and support to the District Administrator. We offer a friendly work environment in a team setting.

Financial Duties

Preparing all aspects of the Districts financials for approval by the District Administrator, but not limited to the following.

Accounts Payable/Receivable

- Pay suppliers and contractor invoices
- Prepare all miscellaneous billings and collections
- Process bi-monthly payroll, Receiver General source deductions and WCB payments, year-end T4's and related summary
- Maintain computerized accounting records, i.e. Vadim Software-ICity Financial Software & Sage Accounting Software
- Prepare semi-annual GST returns
- Prepare a monthly bank reconciliation
- Prepare a month end reconciliation
- Prepare accounts payable for approval report, monthly
- Prepare monthly and quarterly financial statements for review by the district Administrator
- Prepare year-end file, organize, and provide all financial material for the annual audit

General Duties

- Assist the District Administrator with bylaw preparation, correspondence, and other projects as required
- Maintain Inventory
- Customer relations and reception
- Prepare all miscellaneous customer billings in accordance with the bylaws
- Answer telephone, faxes and e-mails related to employees' duties
- Maintain motion register for Board of Trustees meetings
- Maintain bylaw register, bylaw filing and oversee bylaw submissions to the government
- Obtain WorkSafe BC clearance letters for all subcontractors

Relief Work

- Be available to cover for the District Administrator and Billing Clerk during vacation periods, and as needed.
- District Administrator relief work: limited duties include, but not limited to the following, Correspondence, BC One ticket, water related emergency – communication with water operations & CBWD water users notifications (e.g. website alerts and notifications).

Safety Committee Manager

- Health and Safety Committee – The employer will provide reasonable financial support for such education.

Role Requirements:

- Minimum of 2 years general accounting and administrative experience with a focus on accuracy and efficiency
- Proficiency with Sage Accounting Software, Microsoft Word, Excel & Outlook
- Experience in Vadim software is an asset
- Ability to cross-train in other roles and the flexibility to assist as necessary in a small office environment.
- Good communication, organizational and multi-tasking abilities

Hours of Work:

Permanent part-time, Tues to Thurs 9:00am - 2:00pm. Additional training & work relief hours are expected Monday to Thursday 8:30am – 4:00pm.

Wages and Benefits

Starting wage is \$23.58 per hr.

A mandatory 5% matching RRSP plan.

The District compensates all eligible employees for statutory holidays. Paid vacation will be nine vacation days and twenty sick hours per year.

Coronavirus Pandemic, COVID-19 considerations & precaution(s):

- All required COVID-19 precautions are in place.

Application deadline: February 10, 2021. Please send electronic applications only. Word or PDF format. We will be asking for three work references from short-listed applicants only.

Expected start date: February 16, 2021

Only successful short-listed applicants will be contacted
Please forward your resume by email to:

Cowichan Bay Waterworks District
1760 Pavenham Rd.
Cowichan Bay, BC V0R 1N1
cbwater@telus.net

No phone calls please