



SEINE-RAT RIVER CONSERVATION DISTRICT

Finance Administrative Clerk

The Seine-Rat River Conservation District (SRRCD) is accepting applications from qualified individuals for a part time, potentially leading to fulltime position of Finance Administrative Clerk.

Duties and qualifications include:

Reporting to the SRRCD Board of Directors and the SRRCD Manager, the successful applicant will be responsible for all aspects of finance including detailed accounting in accordance with generally acceptable accounting principles (GAAP) and financial audit procedures. Additional responsibilities include payroll, project coding, recording meeting minutes, preparing financial reports and other general office tasks.

The preferred applicant will have excellent English communication and interpersonal skills, be open to working on a variety of tasks, experience with Simply Accounting and Microsoft Office computer software and hold a diploma/degree in business administration or an equivalent combination of education and experience.

This position will be in the SRRCD main office located in La Broquerie, MB and benefits will be available after a probationary period.

Interested applicants may submit a cover letter and resume with salary expectations before Tuesday, January 21st, 2014 to:

Seine-Rat River Conservation District
123 Rue Simard, Box 339 La Broquerie, MB R0A 0W0
Phone: 204-424-5845 Fax: 424-5909 Email: manager@srrcd.ca
www.srrcd.ca

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