

# **BPPS RECYCLING & WASTE MANAGEMENT BOARD**

## **Secretary Treasurer**

The newly formed BPPS Recycling & Waste Management Board invites applications for a Secretary Treasurer. This is a casual position.

The successful candidate will work under the direction of the board and will be responsible for performing clerical duties related to the operation of the board. A detailed job description is available upon request.

Position entails but not limited to:

- 8 - 12 meetings a year, with minute taking
- Payroll for 1 full time employee and casual employees
- CRA & MEBP remittances, T4 preparation
- Monthly Bank reconciliation
- Accounts Payable & Receivable, bank deposits
- Preparation of Monthly/Quarterly Financial Statements
- Budgeting and reports for auditors & year end
- Mail pick up at Post Office
- Other office duties as assigned by the board

The successful candidate will possess the following:

- Completion of Grade 12, or equivalent
- Have a basic knowledge of accounting principles, and be comfortable working in a computer environment, including Microsoft Office applications, email/internet and accounting software
- Excellent communication skills (written and oral)
- Excellent organizational skills
- Ability to communicate effectively with the public.

Interested candidates are requested to submit a resume with salary expectations by 4:00 pm on Thursday, July 15<sup>th</sup>, 2021.

Indicate "BPPS Secretary Treasurer" on the envelope and submit to:

BPPS Recycling & Waste Management Board  
Box 48

Vassar, MB R0A 2J0

Phone: 204-437-2284 email: [martin@rmofpiney.mb.ca](mailto:martin@rmofpiney.mb.ca)

Or drop off at the administration offices of Piney, Stuartburn or Buffalo Point FN

We thank all applicants in advance, however, only those considered for interviews will be contacted.