

**BPPS RECYCLING & WASTE MANAGEMENT BOARD**  
**Secretary Treasurer**  
**(Flexible Casual Position)**

The newly formed BPPS Recycling & Waste Management Board invites applications for a Secretary Treasurer. This is a casual position, working approximately 20 hours per month to complete required tasks. Flexibility will be afforded to the successful candidate to best suit the duties of the position and allow the candidate to work from home. The candidate must be self-motivated and take initiative to complete tasks in a timely fashion based on the Board's direction.

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:

- Attending 8-12 meetings a year; duties will include all administrative responsibilities associated with the agenda, minutes, attendance, scheduling, set up and other assigned tasks;
- 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;
- Strong administrative skills to work alone and perform required tasks;
- 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 Tuesday, August 10<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.