

The Spences Bridge Improvement District is seeking a Part-time Administrative Officer

The Spences Bridge Improvement District is looking for an individual to be the Improvement District's appointed Administrative Officer. This Officer, formerly the District Clerk, will be responsible for overall administration of the Spences Bridge Improvement District.

The Spences Bridge Improvement District serves the Spences Bridge specified service area, with street lighting and fire protection service. It is the Improvement District's mandate to oversee the budget, pay the bills and identify the annual tax requisition for these two publicly funded services.

Reporting to the Chair of the Spences Bridge Improvement District, the Administrative Officer serves the Spences Bridge Improvement District Board of Trustees. The Administrative Officer will be the appointed Officer of the Improvement District, charged with the responsibility for all Spences Bridge Improvement District corporate administrative tasks related to the Board of Trustee meetings, agenda preparation, minute taking, bylaws, correspondence and records management. In addition, this Administrative Officer will be the Spences Bridge Improvement District's financial officer, working with the bookkeeper and responsible for the financial reporting to the Inspector of Municipalities.

Working experience with Microsoft word, Microsoft excel and Adobe readers is a must. Demonstrated knowledge and progressive experience in meetings preparation and records management, and experience with accounting software, would be an asset. This part-time position pays \$550 per month and will require, on average, 8 to 10 hours of work per week to maintain the workload. Attendance at evening Board of Trustee meetings is required. Job descriptions can be provided upon request.

Qualified applicants should apply in writing by providing a resume, including references and contact information to the SBID at sbid@lookieloo.net or mail to PO Box 22, Spences Bridge, British Columbia, V0K 2L0.

We thank all applicants for their interest in this part-time employment opportunity, however, only those being seriously considered for the Administrative Officer position will be contacted.