

## ***Atlin Community Improvement District***

---

**The Atlin Community Improvement District is accepting résumés for the position of Administrator.**

**Hours:** Approximately 40 – 70 hours per month  
**Closing Date:** August 31, 2018  
**Start Date:** September 4, 2018  
**Pay:** Commensurate with experience

### **Skills and requirements:**

- ✓ Basic computer skills with knowledge of WORD processing package & EXCEL
  - ✓ Able to do bookkeeping using SIMPLY Accounting
  - ✓ Typing speed of 30 words per minute
- ✓ Good communication skills – verbal & written (letter and report writing)
- ✓ Ability to use and maintain an organized filing system – physical & on computer
- ✓ Able to work unsupervised & be extremely organized and self-motivated

### **As the ACID Administrator you will be expected to:**

- Set up meetings, prepare meeting agendas, and take meeting minutes
- Post notices, minutes (& other) at Post Office, Service BC, and town bulletin boards
- Organize & keep paper files at the ACID office and computer files on the ACID computer
- Follow generally accepted bookkeeping procedures - accts payable & receivable, payroll, etc
- Submit necessary government documents and reports in a timely manner
- Handle all correspondence (email & post)
- Keep Trustees and Chairperson informed - Work directly with the Chairperson
- Prepare the annual budget
- Organize the Annual General Meeting and elections
- Manage administration duties for the Atlin Volunteer Fire Department
- Other duties as outlined in Bylaw #57 (See current administrator for info)
- Research and request information from various agencies
- Communicate with the Ministry of Community, Sport and Cultural Development and other government agencies as required
- Share office space and equipment
- General light maintenance of fire hall – janitorial and snow clearing
- If required, painting and summer maintenance of walkway

**Administrative experience is not necessary for the position, although it would be an asset. Training will be available.**

**We would prefer someone on a long-term basis.**

**Please submit your résumé by August 31, 2018, via mail or email, to:**

**Atlin Community Improvement District  
P.O. Box 388  
Atlin, BC V0W 1A0  
[atlincid@gmail.com](mailto:atlincid@gmail.com)**