

# **PENDER HARBOUR FIRE PROTECTION DISTRICT**

## **Part-Time Administrator Position**

We are seeking an organized, self-motivated person to handle office, administrative and accounting duties.

Working with the Fire Chief and Board Chairperson you will be required to handle all office duties with limited direction. Duties will include all aspects of the accounting cycle including preparation of monthly financial statements for the board of trustees, banking, by-law preparation, records management, attendance at various meetings, preparation of agendas and minutes, dealing with public & government agencies.

Excellent communication skills, both written & verbal, are required. As well as Sage50 and Microsoft365. Experience in dealing with the Local Government Act and related Provincial Government ministries will be considered an asset.

This a part-time position with hours varying from time to time. Honorarium commensurate with experience.

**We thank all applicants in advance for their interest but only those chosen for an interview will be contacted.**

Closing Date: Oct 15/24

Please submit resumé to:

The Chairman,  
Board of Trustees  
P.O. Box 304,  
Madeira Park, B.C. V0N-2H0  
Or  
Email to: [phfire@dccnet.com](mailto:phfire@dccnet.com)