



Office: 250-765-5169

www.bmid.ca

JOB POSTING

BLACK MOUNTAIN IRRIGATION DISTRICT

Position: Administrative Treasurer

Department: Office

Reports to: Administrator

The Black Mountain Irrigation District (BMID) is an Improvement District in Kelowna, BC, providing domestic and irrigation water to 29,000 residents in the Black Mountain/Rutland areas of Kelowna. We are seeking a motivated individual to fill the management role of Administrative Treasurer.

The Administrative Treasurer is an essential part of a collaborative team dedicated to the success of our District. Working closely with the Administrator and the Works Superintendent, they play a crucial role in ensuring that BMID meets its financial objectives. The Administrative Treasurer also works with the office staff to respond to the public, external stakeholders and elected officials, in order to ensure that a high level of customer service is provided.

Responsibilities:

The Administrative Treasurer, reporting to the Administrator, is the District's appointed Financial Officer, and plays a key role in the delivery of financial services. Duties include financial planning, budgeting and reporting, general ledger analysis, cash management, year-end financial activities and audit preparation.

Responsibilities also include supervision, facilitation, support and management of the office staff. This involves overseeing all accounts receivable, including utility billing, irrigation water tax and development fee billing, along with oversight of accounts payable and payroll activities.

Additionally, the Administrative Treasurer provides support in numerous areas to meet a variety of annual obligations. These include AGM planning and reporting, Election administration, and Bylaw preparation. They also provide professional expertise, advice and assistance to other staff as required.

Compensation:

This is a permanent, full-time exempt position, with a competitive salary ranging from \$90,000 - \$110,000 annually, based on a work week of 37.5 hours. A comprehensive employer-paid benefit package is offered once the 6 month probationary period has been completed, along with enrollment in the Municipal Pension Plan.

Minimum Qualifications:

- Post Secondary courses in Accounting or Business Administration is preferred, however a combination of education and experience will be considered for the right candidate
- 2 years work experience in Accounting, in all areas of practice
- 2 years experience in Supervisory role; experience in a unionized environment is an asset
- 2 years Payroll experience

Preference will be given to candidates with local government experience, or with a Certificate in Local Government Administration. Please note that a Criminal Record Check will be required of the successful candidate.

A copy of the Job Description is attached.

To apply, please forward a cover letter and your resume in confidence to info@bmid.ca. Applications will be received until 4:00 pm on February 13, 2026. We will be reviewing applications as they are received, and applicants may be contacted before the closing date. *We thank all applicants for their interest, however only those chosen for an interview will be contacted.*

**BLACK MOUNTAIN IRRIGATION DISTRICT**

285 Gray Road, Kelowna, BC V1X 1W8

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ADMINISTRATIVE TREASURER**Job Description**

The primary function of this position is to maintain the financial administration of the District, with a strong focus on providing supervision and guidance to the office support staff.

The key tasks of this position include:

Financial Administration:

- Facilitate and support office staff to ensure that workflow is uninterrupted; computer processes are in place and procedures followed, to ensure timely completion of financial activities. Provide supervision, guidance and assistance to employees and management staff.
- Receiving all money paid to the Improvement District, verifying revenue to billing activities.
- Keeping all funds and securities of the Improvement District, ensuring funds are allocated properly to appropriate statutory funds or general funds.
- Ensuring appropriate bylaws are in place for timely collection of revenue.
- Authorizing accounts payable; expending and disbursing reserve funds in accordance with disbursement bylaws authorized by the Board of Trustees.
- Conducting banking transactions on behalf of the District, preparing monthly bank reconciliations, general ledger review.
- Acting as Payroll Supervisor: oversee all payroll activities, ensure employment standards are followed, and adhere to the BMID/CUPE Collective Agreement. MPP and Group Benefit Administration as required.
- Preparation of the assessment roll, co-ordinate tax notices and monitor delinquent tax accounts for Tax Sale purposes, reporting same to Board of Trustees.
- Working with Works Superintendent, preparation and administration of annual budget.
- Tracking Investment funds for audit purposes.
- Expense tracking for various construction projects; capital asset tracking for year-end audit.
- Work in consultation with the District appointed Auditor to ensure that financial records are maintained in accordance with generally accepted accounting practices. Preparation of all financial records required at year end for auditing purposes and sampling; ensure final audited financial statements are correct.
- Provide direction to the Trustees on financial matters; present financial statements to the Board on a quarterly basis.



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General Administration:

- Preparation of and/or review of bylaws, minutes and policies; safekeeping of same and other Improvement District business records.
- Compiling and supplying information on the financial affairs of the Improvement District for submission of the Annual Report to the Ministry of Housing & Municipal Affairs.
- Act as Deputy Returning Officer for Trustee Elections, ensuring regulations adhered to and District procedures are carefully followed.
- Organization of the Annual General Meeting, ensuring regulatory compliance.
- Accepting, on behalf of the Improvement District or the Board of Trustees, notices and documents given or provided to the District or the Board of Trustees.
- Act as HR Representative: Preparation of employee files and correspondence, negotiation of Collective Agreement, negotiation of Group Benefit packages.
- Working with the Administrator, review and negotiation of the District's general insurance.
- Provides support to other departments as required, other duties as assigned.

Under the limited direction of the Administrator and Trustees, adhere to the requirements of the *Local Government Act*, Letters Patent, District Bylaws, and Trustee Policies, Worksafe BC Regulations, Labour Relations and the *Employment Standards Act*.

Qualifications:

- Post Secondary courses in Accounting or Business Administration is preferred;
- 2 years work experience in Accounting, in all areas of practice;
- 2 years experience in Supervisory role; experience in a unionized environment is an asset;
- 2 years Payroll experience;
- Strong computer knowledge, with proficiency in Excel, Word, Outlook; Experience with Vadim Software is an asset;
- Solid financial modelling, forecasting and data analysis skills;
- Positive attitude, able to work independently and as part of a team;
- Strong interpersonal skills;
- Superior organizational skills, with a high degree of attention to detail;
- Takes initiative to identify efficiencies and resolve issues;
- Ability to multi-task and work through interruptions;
- Excellent written and verbal communication skills;
- Ability to handle sensitive information with discretion, maintaining confidentiality.