

Advertisement for SSR administrative support staff and bookkeeper.

The South Saskatchewan Ready Economic Agency Inc. (South Sask Ready or SSR), a non-profit corporation

located in the deep south of South Central Saskatchewan is seeking a highly organized and detail-oriented Administrative Support Staff member to join our team.

The SSR is a group of nine communities formed as a result of the announcement of the transition from coal produced power, affecting the coal mine and power plant in the communities and surrounding areas of Coronach, SK. Provincial funding has been provided to SSR to build new economic opportunities and support coal transition efforts in the region.

The nine communities are:

Town of Bengough

Town of Coronach

Town of Rockglen

Town of Willow Bunch

Rural Municipality of Bengough No. 40

Rural Municipality of Happy Valley No. 10

Rural Municipality of Hart Butte No. 11

Rural Municipality of Poplar Valley No. 12

Rural Municipality of Willow Bunch No. 42

This role is a quarter time position that involves providing essential administrative support and bookkeeping services for the SSR. The successful applicant will work under the direction of the managing director.

Administrative duties may include the following:

Attend and record minutes at all monthly board meetings and subcommittee meetings

Prepare and circulate meeting minutes and relevant correspondence

Maintaining committee files, reports and records of the Corporation

Coordinate appointments, meetings etc. with managing director

Track deadlines, with managing director during funding intake processes (4 times/year)

Communicate with funding applicants and recipients

Draft and proof read emails, letters and other documents, ensuring clear and professional communication

Facilitate additional planning as required

Other related duties as required by the board

Bookkeeping duties include:

Maintain the corporations financial records, ensuring accuracy and compliance.

Record financial transactions

Maintain the general ledger

Prepare and pay invoices and Receipts

Reconcile Bank Statements

Prepare Financial Statements and other financial reports as required

Prepare for annual audit

Qualifications and skills:

Knowledge of corporate procedures, policies and guidelines

Customer service, communication techniques and tools

Assessing, prioritizing, and completing multiple tasks and demands simultaneously

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized accounting software such as Quick Books

Answer directly to SSR committee while working closely with the managing director.

Operating a personal computer utilizing standard software such as Microsoft Office and financial software such as Quick Books

Contract Terms

The selected contractor will report to the board of directors for the SSR and will enter into a contract with the South Saskatchewan Ready. The term of Contract is June 1st, 2025 to March 31st, 2028.

The contractor will be responsible to pay and remit all withholding taxes, income taxes, and any other deductions required by the applicable provincials or federal statutes.

Candidates who are selected for this position must successfully complete employment verification by way of supplying references and a criminal record check. Candidates who are selected for this position will be required to meet the transportation needs of the position.

Depending on skills and experience level, a pay range of \$1200 to \$1800/month

Process for Applying

Applicants are encouraged apply in writing to:

South Saskatchewan Ready

Box 189

Willow Bunch, SK S0H 4K0

letsgo@southsaskready.ca