

Murray Harbour Sewage Utility Administrator.

Management of office environment: Duties include:

- Accounts payable, Accounts receivable.
- Billing service to customers
- Deposits, and records of documents.
- Correspondence to Legal service, Provincial and Federal.
- Knowledge of accounting program - Quick Books".
- Good knowledge of office equipment such as phone & Internet
Provide support to Council, Board, Maintenance personnel, IRAC and Dept. of Environment.
- Financial account documentation for Yearly Financial Reports.
- Strong skills in record keeping and documenting.
- Notify general meetings and minutes recording.
- Gathering, adapting, storing and distributing information for the Utility and Municipality.
- Planning, organizing, providing leadership and controlling all administrative functions on behalf of the Utility and Customers.