



CAMPUT is a self-supporting, non-profit association of Canadian federal, provincial, and territorial energy and utility regulators. These boards and commissions are responsible for the regulation of the electric, water, gas, and pipeline utilities in Canada. Some CAMPUT members are also responsible for the regulation of matters such as automobile insurance. CAMPUT has fifteen members and three associate members.

CAMPUT's purpose is to further regulatory excellence in Canada. CAMPUT engages in a number of member-only and public activities, primarily focussed on education, discussion of current issues, and sharing of best practices. Events take place online and in-person across Canada. More information about CAMPUT and its activities is available at www.camput.org.

CAMPUT is currently supported by one part-time, external consultant who serves as Executive Director. CAMPUT's needs have evolved over time, and the Executive Committee has decided to create a second part-time contract role – Senior Administrator – to support CAMPUT's administrative needs.

Senior Administrator (Part-Time Contract Position)

Reporting to CAMPUT's Executive Director, CAMPUT's Senior Administrator is responsible for the day-to-day financial and operational aspects of the organization. The Senior Administrator will work closely with the Executive Director to ensure seamless service for members and optimal functioning of the organization.

As an ideal candidate, you not only have significant senior administrative experience, ideally in a regulatory environment, but you also bring demonstrated business experience, solid financial acumen, and innovative thinking to this key role.

The role is expected to be equivalent to 50% of a full-time position (i.e., approximately 20 hours per week). As CAMPUT operates as a virtual organization, the Senior Administrator can be located anywhere in Canada, and must provide their own office or workspace. Occasional travel to CAMPUT events may be necessary. CAMPUT typically has four in-person events each year.

Financial Responsibilities

- Budgeting: develop draft budget; prepare draft budgets for most CAMPUT events (Regulatory Key Topics Meeting, Annual General Meeting, Energy Regulation Course)
- Bookkeeping: administer and maintain the general ledger, trial balance, balance sheet, income statement and any other reports; administer and maintain the accounts payable (including cheque generation) and receivable; maintain all electronic accounting records supporting the financial

statements; prepare period-end reconciliations and associated period-end journal entries for all of the balance sheet accounts; approve expenditures within delegated authority

- Banking: prepare monthly reconciliation, manage deposits, process credit card payments
- Financial reporting: balance sheet and budget vs actual analysis for each Executive Committee meeting; prepare annual financial statements
- Investments: monitor GIC holdings and make recommendations for purchases
- Audit: gather/send all financial materials, answer questions, process any adjustments
- GST/HST: prepare quarterly filings (payment or refund)
- CRA: prepare annual NPO filing
- QST: prepare quarterly filing (usually a nil return)
- Member fees: prepare and send invoices, follow-up as required
- External Funding: seek external funding and develop proposals for funding

Operational Responsibilities

- Support for webinars and online events: schedule events; prepare member communications; organize practice sessions; gather presentations; post materials to website and DropBox; circulate materials as requested; liaise with external event registration provider, etc.
- Support for in-person events: schedule events; prepare member communications; gather presentations; post materials to website and DropBox; circulate materials as requested; liaise with external event registration provider; contract/liaise with external vendors as required (hotels, site visits, etc.), etc.
- Website: post events and documents; post updates; maintain member access; maintain/enhance website with possibility to oversee the re-build of the website
- Support for Executive Committee: schedule meetings, including joint meeting with Member Chairs; support Executive Director with preparation of agendas, meeting materials, minutes
- Member communications: maintain email lists; organize MailChimp or other bulk email service
- Membership: maintain current data for Member Chairs, Executive Committee, Members (commissioners & senior executives), Committees, Communities of Interest; conduct annual review and make updates as needed
- Correspondence: letters of welcome, letters of congratulations, etc.
- Event Evaluations: create surveys; circulate surveys; collate and circulate results
- Office activities: mail; document storage; manage accounts (Pragmatic teleconference, SAGE accounting, Adobe, Zoom, Canadian Trademark, domain registration, website hosting, etc.)
- Social Media: post content to CAMPUT's LinkedIn, Vimeo, YouTube, Twitter, etc., and work to expand CAMPUT's social media presence

Education and Work Experience

Bachelor's degree in Business Administration and 5+ years of related experience in the coordination of complex administrative processes and or programs, preferably in a regulatory environment, or an equivalent combination of education, training, and experience.

Skills and Attributes

- Self-motivated and results oriented

- Energetic, flexible, collaborative and proactive
- Strong communication skills (written and verbal)
- Demonstrated ability to prioritize multiple projects and follow through in a timely manner
- Experience with accounting for small business, including familiarity with SAGE Accounting
- Proficiency with MS Office, Adobe Acrobat and Zoom
- Experience maintaining a website with WordPress
- Experience with social media (e.g., LinkedIn, YouTube, Twitter, Vimeo)
- Ability to manage several projects simultaneously
- Demonstrated ability to think strategically and work effectively in a fast-paced environment while exercising sound judgment and decision making
- Ability to deal with ambiguity, navigate uncertain situations, and drive for clarity
- Bilingual (English/French) is preferred

The British Columbia Utilities Commission is supporting the recruitment process for the Senior Administrator role on behalf of CAMPUT. To be considered for this opportunity, please send your resume and cover letter with the following subject line: Senior Administrator, CAMPUT to careers@bcuc.com. We thank all candidates for their interest, however only those who are shortlisted will be contacted.