

PBFC

P: (587) 787 1539
F: (587) 787 1852
office@pbfccattle.com
www.pbfccattle.com

#120
876 Heritage Blvd W
Lethbridge
T1K 8G1

Job Posting: Administrator

Company Name: Picture Butte Feeder Cooperative (PBFC)

Location: Lethbridge, Alberta

Job Type: Full-time (Contractor)

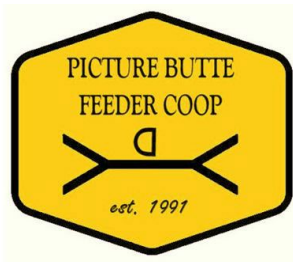
Reports To: Restructuring Officer and/or the board of directors

Job Description:

Picture Butte Feeder Cooperative (PBFC) is seeking a dedicated and detail-oriented Administrator to join the PBFC team. The Administrator will play a crucial role in managing the day-to-day operations of the cooperative, ensuring compliance with acts and regulations, and supporting the Restructuring Officer in various administrative tasks. This position requires a high level of organization, financial acumen, and excellent communication skills. The position is for a full-time permanent contractor role, which the role will be evaluated on annual basis by the board of directors (once instilled).

Key Responsibilities:

- **Contract and Equity Program Administration:**
 - Administer contracts and the equity program to members according to the Regulation and the Manual.
- **Financial Management:**
 - Maintain financial records and monitor/administer bank accounts, member contracts, security deposits, payments, and receipts.
 - Ensure all payments are approved by the Restructuring Officer.
- **Reporting:**
 - Prepare all monthly reporting to PBFC lenders once approved by the Restructuring Officer.
 - Prepare regular reports for the Provincial Supervisor and the PBFC Board of Directors (monthly purchases, bank statements, and annual reports).
 - Prepare other reports as required by the PBFC Board of Directors and Provincial Supervisor.



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- **Compliance and Procedures:**

- Administer PBFC by-laws and directives/procedures.
- Implement and comply with any orders, directives, or procedures from the Provincial Supervisor or the Restructuring Officer (or PBFC Board of Directors, if applicable).

- **Record Keeping:**

- Maintain physical and digital records as required.
- Prepare reports as required by the various acts and regulations.
- Review and determine the best options available for PBFC with respect to upgrading PBFC's accounting software system and implementing these changes

- **Board and Member Interaction:**

- Attend Board of Directors' meetings, keep minutes, process correspondence, and perform other related duties.
- Communicate positively with the Local (PBFC) Supervisor and the Provincial Supervisor on all issues pertaining to PBFC.
- Act as one of the primary contacts for PBFC business.
- Communicate with the Chairperson or Vice Chairperson of the PBFC Board of Directors about open issues and tasks.

- **Additional Duties:**

- Process Livestock Supply Forms.
- Assist the auditor in preparing the Annual Financial Statement.
- Work cooperatively with the Local (PBFC) Supervisor and the Restructuring Officer in all areas of contract administration and equity program administration.
- Prepare and submit a monthly report to the Provincial Supervisor on Equity Loans participants, once approved by the Restructuring Officer.
- Attend all Annual or Special meetings of the members of PBFC and prepare and present an Annual Report at the Annual Meeting of the members of PBFC.
- Perform other duties as prescribed and directed by the Restructuring Officer.

Required Qualifications:

- Proven experience in administrator roles, preferably within a cooperative or similar organization.
- Strong financial management skills, including experience with maintaining financial records and preparing financial reports.
- Excellent organizational and multitasking abilities.



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- Proficiency in using office and accounting software (e.g., Microsoft Office Suite and Sage 300).
 - Strong communication skills, both written and verbal.
 - Ability to work independently and as part of a team.
 - Knowledge of the *Cooperatives Act*, SA 2001, c C-28., *Cooperatives Regulation*, Alta Reg 55 2002, *Feeder Associations Guarantee Act*, SA 2009, c F-11.1 and the *Feeder Associations Guarantee Regulation*, Alta Reg 13/2012 is an asset.
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Preferred Qualifications:

- Experience in contract administration and equity program management.
 - Professional accounting designation (CPA) or diploma in accounting
 - Familiarity with livestock supply forms and agricultural cooperative operations.
 - Previous experience working with a Board of Directors.
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Application Process:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience, as well as three references, and expectation of compensation to bkrol@alvarezandmarsal.com by **April 9, 2025**. Please include "Administrator Application - PBFC" in the subject line.

We look forward to receiving your application!