

JOB POSTING DETAILS

Job Title	Manager of Operations and Finance	Job Type	NA
ES Job ID	3612	Duration	NA
Date Posted	August 30, 2022	Location	Elliot Lake
		Closing Date	September 30, 2022

Job Overview - Description & Duties

Manager of Operations and Finance

The Counselling Centre of East Algoma is seeking a Manager of Operations and Finance. The successful candidate will be responsible for overseeing and supporting the day-to-day operations of the agency as outlined below. This position reports directly to the Executive Director.

Responsibilities:

- Oversee and support the day-to-day operations of the agency.
- Maintain, develop, and implement processes and policies that enable consistent and effective privacy practices.
- Project management and coordination of staff activities such as hiring and onboarding new employees.
- Tracking and reconciling vacation and sick leave balances, and managing staff holiday, vacation, and sick leave requests.
- Handle all HR employee issues and staff concerns.
- Managing group health and RRSP benefits.
- Union duties (submit union dues, work with a union rep, union negotiations)
- Maximizing efficiency and minimizing costs by managing employee performance, conducting audits, and developing new strategies.
- Handle payables, receivables, expense allocations, and payroll responsibilities.
- Manage vendor relationships to ensure proper payment, and best value contracting.
- Reconcile credit card statements from staff and collaborate with bookkeeping firm at month/year-end.
- Managing budgets, accounting records, and financial statements for the organization.
- Reviewing financial statements and reports to ensure accuracy of data and adherence to accounting standards.
- Create financial reports for donors.
- Manage and support staff in using billing, timesheet reporting, reimbursement systems and financial approvals.
- Supporting the financial audit processes.
- Staff support in using the accounting system to generate financial reports.
- Provide support staff with technology implementation and requests, and work with IT firm to resolve.
- To maintain the confidentiality of all client information.
- Attend and participate in staff and agency meetings.
- To work as a team member.
- Perform all other duties that may be required from time to time as requested by the Executive Director.

Salary: \$60,000 - \$80,000/yr.

Required Skills

- A post-secondary degree in business or another relevant discipline or an equivalent combination of education and experience.
- Minimum 2 years experience working within a non-profit organization.
- Teamwork skills, collaboration, and problem-solving abilities would be an asset.

- Excellent verbal and writing skills. Personal and organizational leadership qualities.
- The combination of work experience, skills and education will be considered as part of the necessary credentials.
- A clear criminal record and vulnerable sector check are required.

Other Requirements

NA

How to Apply

All qualified applicants are asked to submit a cover letter and resume as soon as possible to the attention of:
Counselling Centre of East Algoma, Att. of Louise Halman, lhalman@counsellingcentre.org
9 Oakland Blvd, Suite 2,
Elliot Lake, ON,
P5A 2T1,

We thank you for your interest in this position. Only those shortlisted will be contacted.