

Manager of Operations

POSITION CLASSIFICATION

FULL TIME

ACCOUNTABILITY

EXECUTIVE DIRECTOR

Job Purpose

Reporting to the Executive Director, the Manager of Operations is responsible for the financial management of the organizations revenue and expenses, contract reporting, yearly audits, payroll, general administrative duties, human resource functions, support of all team members, and works directly under the Executive Director, assisting them whenever necessary. The Manager of Operations ensures the efficient day-to-day operation of the office, helping to create a positive organized atmosphere.

Primary Duties and Responsibilities

Oversee IT Systems

- Negotiate and manage IT vendor contract (telephone, internet)
- Purchase hardware and software for CMHA
- Trouble shoot any internal IT issues and delegate to the appropriate vendor

Provide Financial Oversight

- Issue invoices to ensure the right vendor is being invoiced at the right time
- Resolve any receivables or payable inquiries
- Conduct reconciliation of the monthly credit card statement
- Organize and prepare all expense and revenues for accountant every month while maintaining organization for yearly audit.
- Keep the organization in good standing with all service providers by maintaining all bills.
- Maintain employee timesheets on a monthly basis
- Deliver bank deposits
- Maintaining, securing, and recording cash in the office
- Maintain the organizations Casino funding; this includes applying and understanding the funding approval of the Casino account.
- Organize Casino accounts for yearly audit
- Monitor monthly and quarterly budgets to maintain yearly alignment
- Take payments and handle all accounts receivables during or for any events or fundraising
- Enter all financial data in to Sage accounting
- Enter Payroll on a semi-monthly basis
- Manage the yearly audit process
- Present monthly finances to the finance committee
- Conduct monthly payments to the pension plan

Manage Human Resource Logistics

- Perform onboarding for all new employees
- Final review and filing of Employment Contracts for all employees

- Maintain employee files for final sign-off this includes maintenance of all required employee background checks before starting at CMHA
- Set up administrative functions for new employees including email, desk, phones
- Set up employees with current benefits provider, being the organizations contact for any benefit inquiries.

General Office Management

- Maintain client confidentiality and protection of operations
- Ensure all staff are up-to-date on new policies and procedures
- Maintain all past Board Minutes in an electronic file and in the Board Minute Book
- Store appropriate documents in the Board Minute Book
- Handle all incoming and outgoing mail
- Coordinate all staff meetings, this includes creating meeting agendas and recording all meeting minutes

Qualifications and Experience

- Certificate or Diploma in related field
- At least 2+ years in a Director of Operations or relevant role
- The ability to work independently and as part of a team with enthusiasm and creativity.
- Professional experience in the not for profit sector

Technical, Knowledge and Competency Requirements

- Advanced knowledge of MS office programs (word, excel, PowerPoint, outlook)
- Knowledge of accounting practices, principles and applications
- Knowledge of Sage 50 accounting
- Effective written and verbal communications skills
- Decision making and problem solving skills
- Strong judgement and decision making skills
- Self-Awareness
- Self-Motivated
- Passion for the mental health field
- Ability to type 55 wpm minimum

Please send cover letter and resumes to operations@woodbuffalo.cmha.ab.ca with the subject "Manager of Operations".