

JOB POSTING

MANAGER, OPERATIONS



TRIEC brings leaders together who are committed to helping immigrants and employers succeed. We help employers make the most of the Greater Toronto area's culturally diverse workforce, while helping immigrants connect to employment that fully leverages their skills and talents.

ROLE SUMMARY

The Manager of Operations is responsible for ensuring the efficient functioning of the TRIEC office and administrative systems. This position works in close collaboration with the Executive Director, the Director of Employer Programs and the Director of Immigrant Employment Initiatives.

This is a full-time position, reporting to the Executive Director, located in downtown Toronto.

Compensation: \$70,000-75,000/year; 15 days paid vacation; benefits.

RESPONSIBILITIES

Financial Management

Ensure the successful financial management of the organization:

- Develop annual organization-wide budget and quarterly reports; work with staff teams to develop and track program budgets
- Assist the Executive Director and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and expense reimbursement
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Prepare all supporting information for the annual audit and liaise with the Board's Finance Committee and the external auditors as necessary
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer, Finance Committee as appropriate

Funding Management

- Lead the development of government, foundation, and corporate sponsorship proposals, with the support of the Executive Director and staff teams
- Oversee all grants, including negotiation, reporting, financial and deliverable tracking, and correspondence with funder contacts

Board and Committee Support

- Board and Committee meetings: prepare materials for meeting packages; coordinate staff reporting to the Board; prepare meeting minutes
- Policy and by-laws management: Ensure accurate records are kept and board members are kept informed; ensure compliance with government filings and updates related to board

activity

- Support to ED: on-boarding new directors; implementing board evaluation process; policy development as required

Human Resources

- Office and HR policies: keep up-to-date; ensure they are understood and implemented
- Internal staff HR Task Force: chair meetings, set agendas, seek new ideas and act on them
- Employee engagement: oversee employee engagement survey process and implementation
- Recruitment and Compensation: maintain job descriptions; oversee hiring process; prepare contracts; oversee payroll and group benefits
- Employee engagement and development: oversee employee engagement survey process and implementation; manage “Fun”; manage work plan development and performance review process; build, maintain and support an effective, diverse and collaborate staff team and foster harmonious relationships
- Ensure compliance with regulations (e.g. AODA, Health and Safety committee, etc.)

Strategy and planning

- Actively participate in the senior leader table responsible for operating and strategic planning
- Support the annual operations plan process and lead the annual budget process

Office Management

- Manage vendor relationships, lease, insurance, and ensure smooth operations of the office (equipment, space)

REQUIRED QUALIFICATIONS

- 5 years in an office environment, preferably in the not for profit sector
- Strong financial management skills with an ability to analyze, interpret, and forecast budgets and present financial reports
- Demonstrated leadership skills, with the ability to build, maintain and support an effective, diverse and collaborative staff team and foster harmonious relationships
- Extensive Human Resources experience, including hiring, performance management, diversity and inclusion principles, and legislative requirements
- Strong organizational skills including an aptitude for systems thinking and the ability to create internal systems for processing and accessing information
- Familiarity with not for profit board of directors, demonstrated understanding of board governance, and engagement with collaborative external partners
- Detail-oriented and able to juggle multiple priorities and meet deadlines
- Proactive problem-solver, with the ability to work independently
- Experience preparing and negotiating funding applications
- Advanced computer literacy in MS office and comfort learning new IT programs
- Ability to exercise sound judgement, discretion and initiative and to organize and prioritize in a fast-paced environment with strong colleagues and partners
- Committed to the principles of cultural competence, inclusion and employment equity, an awareness of the issues immigrants face in finding appropriate employment, and a passion for making a difference

APPLICATIONS

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format. Please include a one page cover letter and resume in a single file with your name in the file name. Please use “Manager, Operations – your name” as the subject line of your email.

Deadline

Resumes must be received by 9 a.m. on Friday, Oct 7th, 2016.

Please email your application to: jkallidina@triec.ca

Only those candidates invited for an interview will be contacted.

TRIEC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise TRIEC of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

For more information on TRIEC, please visit www.triec.ca.