


Manager of Administration		
JOB DESCRIPTION		
	Department	Administration
	Immediate Supervisor	Executive Director
	Location	Wikwemikong
	Salary Range	According to Salary Grid

General Description

Reporting to the Executive Director, the Manager of Administration is a senior management position that is responsible for overseeing the Finance, Human Resources, and Information Technology departments. Within these departments and on behalf of the agency, the Manager of Administration will provide leadership in the areas of Planning and Policy Development, Human Resources; Information and Technology; Financial Management; Administration; Reporting; and Liaison with other internal and external stakeholders.

Job Purpose

The Manager of Administration is primarily responsible for ensuring the most effective utilization of financial, human, and technological resources in the delivery of service through in accordance with agency policy and procedures, Ministry standards and guidelines, and relevant legislation. The Manager of Administration will supervise the Administrative Assistant, Finance Supervisor, Human Resources Supervisor, IT Supervisor and Property Officer.

Primary Duties and Responsibilities: The Manager of Administration will deliver the following duties and responsibilities in a manner that remains cognizant of the agency philosophy of respecting local Anishinabek customs and traditions:

Planning and Policy Development

- Participates in the development, implementation, and monitoring of an Annual Agency Strategic/Operational Plan. This will include:
 - i) Finance and Budgeting Plan;
 - ii) Administration Plan;

- iii) Human Resources/Personnel Plan;
 - iv) Information Technology Plan;
 - v) Disaster Recovery and Business Continuity Plans and
 - vi) Risk Management Plan.
 - vii) Health and Safety Plan.
- Engages in other agency plans that may require support and assistance from a Finance/Administration perspective.
 - Oversees all financial planning to ensure that the needs of clients, management, Board, member First Nations, and the ministry are met.
 - Undertakes annual reviews of the Information and Technology; Human Resources; and Finance Policies to ensure that the policy is up to date, accurate, and complies with relevant legislation and/or Agency direction and plans.

Human Resource Management

- Directly supervises the Finance Supervisor, IT Supervisor, and Administrative Assistant by providing leadership, guidance, support and regular evaluations.
- Collaborates with the Senior Management Team to ensure that all staff remains in compliance with the organization's Personnel and Financial Policies and Procedures.
- Communicates relevant agency wide finance and administrative updates to all staff and ensures that all staff have access to and understanding of all necessary agency administration forms, policies, and procedures.
- Ensures the accurate and timely delivery of the agency's pension and benefits plans.
- Oversees the development and implementation of professional development training activities for agency staff that will enhance employee efficiencies.
- Ensures that all required employee documentation and correspondence, such as letters of offer, contracts, agreements, job descriptions, criminal record checks, termination notices, etc are complete, accurate, and up to date.
- Safeguards and maintains all personnel files and records in a safe and secure location
- Completes probationary and annual evaluations of directly supervised employees.
- Conducts and or assists with any employee disciplinary action, negotiations, and mediations as required.
- Liaises closely with the Human Resources staff as required on human resource matters.

- Undertakes measures necessary to ensure that the agency provides a healthy and safe environment for all of its employees.
- Ensures compliance with any applicable legislation such as the Employment Standards Act (2000), Health and Safety Act, Worker Compensation Act, Income Tax Act, etc.

Information and Technology Management

- Optimizes both the strategic and operational capabilities of the agency in designing and developing I.T. services for maximum satisfaction, cost effectiveness; corporate productivity, and competitiveness.
- Ensures the streamlined operation of the IT Department in alignment with the business objectives of the organization.
- Develops and implements plans as required to ensure minimal disruption of IT systems.
- Oversees and plans IT equipment acquisition and replacement strategies.
- Manages the planning, design, selection, implementation, use and administration of emerging and converging information and communications technologies.
- Effectively integrates people, information and communication technologies, and business processes in support of organizational strategic goals.
- Identifies and provides standards for gathering information for use in trend analysis and reports information to senior management.
- Ensures that all staff are equipped with the appropriate technological tools and systems to effectively respond to agency and stakeholders needs and demands.
- Coordinates the development and implementation of confidential, accurate and timely financial and statistical data systems and establishes appropriate safeguards for the confidentiality of agency, client, and customer information.

Financial Management and Administration

- Provides leadership for financial planning, budgeting, and controlling of the agency's financial resources.
- Prepares the agency's annual budget.
- Assists auditors in the preparation of year-end financial reports.
- Ensures that adequate financial policies are developed and implemented to maintain proper financial accountability.

- Ensures that accurate and timely financial and management information is available to senior management and the board to facilitate informed decision making by key agency personnel.
- Directly supervises the Finance Supervisor and indirectly supervises other members of the finance department.
- Responsible for the control of all agency purchases in accordance with established procedures.
- Directly supervises the Property Officer, and is responsible for the management of all property and equipment and oversees the maintenance of inventories.
- Ensures the confidentiality and safeguarding of all agency records, forms, and documents to the appropriate level and standards required by law.
- Ensures that the strictest of confidentiality is maintained at all times.
- Liaises closely with the Finance Supervisor to ensure compliance with Finance Policies and Procedures and board approved budgets.

Reporting

- Ensures the timely completion of the agency's annual audit.
- Completes monthly, quarterly and annual financial, statistical and administrative reports to the Executive Director and or as required.
- Completes and submits quarterly and annual reports to the Ministry of Children and Youth Services.
- Delivers briefing notes, presentations, and recommendations to the Board as required
- Ensures the timely completion of all other agency required internal and external financial and administrative reports.
- Completes and presents various staffing reports to the Board as required.
- Completes annual administration department report to the Executive Director.

Liaison

- Regularly liaises with the Executive Director and Senior Management Team to ensure the strong performance of the agency operations.
- Corresponds regularly with funders to ensure the agency's compliance with all aspects funding agreements.

- Monthly meetings with the Finance Supervisor, IT Supervisor, and Human Resources staff to ensure satisfactory completion of all tasks within the Finance/Administration department.
- Communicates frequently with the agency's operational partners, such as contractor, insurance, legal, pension, banking, auditing providers, to ensure effective and efficient agency systems. Will undertake operational service provider reviews as required.
- As required, liaises with other Children's Aid Societies, First Nation, and Ministry stakeholders to ensure that all partners needs are being met in the most effective and efficient manner possible.

Qualifications

Education

- University degree (three year minimum) in a field related to Administration, Accounting, Finance, or Economics, such as Public Administration, Business Administration, Accounting, Commerce, or Economics.

Graduate Degree or Professional designation

- Master in Public Administration (MPA), Master Business Administration (MBA) is an asset.
- Professional designations: Chartered Accountant, Certified General Accountant, Certified Management Accountant (CA/CGA/CMA) or Certified Human Resource Executive (CHRE) is an asset.
- If required, the employee will agree to the part-time enrolment towards the Masters or relevant professional designation.

Work Experience

- Must have at least five (5) years of successful administrative or finance experience at a senior management level preferably within a First Nations environment.

Knowledge, skills and abilities

- Experience in financial management, planning, budgeting, and controlling
- Policy and procedure development, implementation, and monitoring skills
- Knowledge of relevant employment legislation as it pertains to the, Employment Insurance, Income Tax Act, and Workers Compensation Act
- Knowledge of relevant provincial employment legislation such as the Employment Standards Act (2000), Occupational Health and Safety, and Ontario Human Rights Code.
- Understanding and awareness Aboriginal Child Welfare sector is preferred.
- Knowledge of the Kina Gbezhgomi Child and Family Personnel Policies and Procedures
- Excellent knowledge of human resource planning, management, and administration.
- Awareness and understanding of Pension and Benefits Plans is an asset.
- Superior financial calculation understanding, knowledge and skills.
- Strong communication skills, including written, verbal, and presentation.
- Proficient interpersonal skills, including conflict resolution, collaboration, facilitation, negotiation, and team building.
- Understanding and awareness of a First Nations employment environment.
- Ability to work well with other managers from a wide range of department areas.
- Ability to work flexible hours as required.
- Knowledge of KGCFs member First Nation communities as well as the local customs and traditions.

- Must possess a valid driver's license, access to a vehicle, and be willing to travel
- Must provide a clear Criminal Records Check and Driver's Abstract; and
- Ability to speak Anishinabemowin is preferred and is a definite asset.

Proficiency in the use of computer programs for:

- Word processing – MS Word, Power Point, Publisher
- Databases
- Spreadsheets – MS Excel
- E-mail - MS Outlook
- Internet Access

Working Conditions

- Manager of Administration works in an office environment Manager of Administration usually works a standard work week, however, the ability to work flexible hours may be required.
- The position may require working some overtime hours to attend meetings of the Board, audit preparatory support, human resource matters/evaluations, and policy development.
- Must provide a current, clear criminal reference check (CPIC).
- Must be bondable.
- Ability to speak Anishinabemowin is preferred and a definite asset.

Work Environment

- Given the traditional practices of the Anishinabek, from time to time there can be exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.
- Positions in the field of Anishinabe Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.
- The incumbent can expect there will be times they will encounter inclement weather conditions during course of driving.

Physical Demands

- While performing the duties of this job, the "Position" will typically be in an indoor setting, the delivery of activities or performance of duties will take place off-site.
- The employee can expect to work a flex schedule that may require work overtime when required or during emergency situations.

CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

<p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read, understand, and agree to the responsibilities assigned to the position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Executive Director Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached Organizational structure.</p>	