



BLACKFOOT CONFEDERACY TRIBAL COUNCIL

JOB POSTING

Organization: Blackfoot Confederacy Tribal Council

Title: Office Manager

Status: 3 (three) years with possible extension

POSTING OPENS: FRIDAY, AUGUST 24, 2018

POSTING CLOSSES: THURSDAY, SEPTEMBER 13, 2018

Position Summary:

The Office Manager will be responsible for the day to day operations of the Blackfoot Confederacy Tribal Council Office, data entry, accounts payable, accounts receivable, grant report entry, managing the organizations HR, assisting and creating organizational and program budgets in collaboration with the CEO and other misc. tasks as delegated or needed.

Reporting directly to the CEO and serving as a member of the Management Team along with the CEO, Program Directors, and Development Directors, this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's office and financial functions.

Working with the Management team, the position will also interact with the Board of Directors as needed.

Responsibilities:

- Supervise all office functions on a daily basis and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and office functions.
- Assist overall financial management, planning, systems and controls
- Assist in management of agency budget in coordination with the CEO.

- Invoicing to funding sources, including calculation of completed units of service.
- Payroll, A/R, A/P management, including administration of employee pension and benefits.
- Disbursement of cheques for agency expenses.
- Organization of fiscal documents.
- Regular meetings with CEO around fiscal planning.
- Supervising office staff on a daily basis as needed.

Responsibilities by Function

Financial Management:

- Managing day to day processing of accounts receivable and payable using SAGE50 producing reports as requested.
- Reconciling monthly activity, generate year-end reports, and fulfilling tax related requirements.
- Assisting CEO and Board in creating annual organizational budget and monitoring cash flow.
- Managing grantor contracts and reimbursement requests.
- Developing and maintaining office's archival and administrative files.
- Administering payroll and employee pension, benefits, and insurance for the organization.
- Ensure that Accounting Department requests are resolved and communicated in a timely manner to internal and external parties
- Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.

Organizational Effectiveness:

- Manage all functions of office
- Will be required to take minutes for meetings.
- Increase the effectiveness and efficiency of Support Service through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.

Organizational Leadership:

- Contribute to short and long-term organizational planning and strategy as a member of the management team.

Risk Management:

- Oversee organizational pension, benefits, and insurance plans and policies

Qualifications:

- Commitment to the mission of the Blackfoot Confederacy
- At least 3 years' experience in Office Management
- Excellent computer skills and proficient in excel, word, outlook and access
- Excellent communication skills both verbal and written
- 3 years experience in bookkeeping
- Knowledge of government contract management, and knowledge and experience in organizational effectiveness and operations management implementing best practices for First Nations
- Demonstrate leadership and vision in managing staff, groups, and major projects or Initiatives for Blackfoot Confederacy
- Excellent interpersonal skills and a collaborative management style
- Blackfoot Language speaker an asset
- Budget development and oversight experience
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excels at operating in a fast pace, community environment
- Excellent people manager, open to direction and Collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization
- Ability to look at situations from several points of view
- High comfort level working in a diverse environment

All applications must be submitted to the Blackfoot Confederacy Calgary Office preferably in person, located at Suite #100, 820 – 59th Avenue SE, Calgary Alberta.

Applicants should include a cover letter along with resume and related certifications.

For further information you may call the Blackfoot Confederacy Office at 1-587-287-1100