



wildsight

JOB POSTING: ADMINISTRATOR

Date posted: August 18, 2016
Job type: 0.6 FTE (24 hours/week)
Location: Kimberley, BC
Start date: Immediate

Wildsight is an environmental charity that works in the East Kootenay of British Columbia. We have an office in Kimberley, five branches in communities across the region, and a range of programs maintaining biodiversity and promoting sustainable communities in Canada's Columbia and southern Rocky Mountains. For more information about Wildsight, please visit www.wildsight.ca.

We work hard to ensure that our people have flexibility in their work to get outside and enjoy this beautiful area that we are working so hard to protect. This is why we offer a flexible working environment that includes flexible hours, home office options and 5 weeks of vacation.

The Administrator position is a senior position responsible for having a high level, comprehensive knowledge of all aspects of the organization and keeping the business matters organized and efficient so we can ensure that we can focus on our program work. Important skills include: financial management, systems thinking, organization, writing, and computer skills.

Qualifications for this position include a business, administration or financial diploma or degree and two years work experience in a similar field. Accounting systems knowledge is a requirement, Quickbooks experience is an asset. Experience working for a charity would be a great asset.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

Send a CV and letter of interest to admin@wildsight.ca.

DETAILED JOB DESCRIPTION

The Administrator is responsible for:

Leadership

- Act as an advisor to the Board of Directors and Executive Director on all aspects of the organization's activities, and be familiar with all aspects of the organization, programs, campaigns, branches, membership

Operational planning and management

- Assist in maintaining the three year operational plan which incorporates goals and objectives that work towards the strategic direction of the organization and fit with the organization's culture
- Ensure that the operation of the organization meets the expectations of its stakeholders, Board and funders, limiting liability to the Board and ensuring that all work plans and fundraising are in line with the organization's directions and policies
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies, review existing policies on an annual basis and recommend changes to the Board as appropriate, ensure that policies are implemented across the organization
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Executive Director/Board by preparing meeting agenda and supporting materials

Contract Management

- Ensure that personnel, client, volunteer, donor, grantor, and contractor files are securely stored and privacy/confidentiality is maintained
- Ensure deliverables on all contracts are being met
- Manage, track and communicate timelines on contracts to the appropriate person
- Manage and communicate all information on contracts to the appropriate person

Human resources planning and management

- Oversee the implementation of the human resources policies, procedures and practices including the maintenance of annual work plans for all contractor and job descriptions for staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Help to recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided

Financial planning and management

- Work with staff and the Board to prepare a comprehensive budget
- Manage the information, deadlines and administrations to secure adequate funding for the operation of the organization
- Participate in fundraising activities as appropriate
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

The Administrator will:

Administration 45%

- Oversee the physical space, equipment and facility needs for the organization.
- Support Executive Director in all reporting matters of the organization.
- Support the Executive Director in Board of Directors' relations, creating and sending all information required for the Board's quarterly meetings, and for the Annual General Meeting. Ensure follow up and filing of meeting minutes.
- Update and review operational policies and recommend to the Executive Director changes and additions required.
- Keep Office Procedures Manual up-to-date. Ensure office procedures are put in place and that staff and contractors follow them.
- Ensure that the Registrar of Companies of BC and Revenue Canada Taxation's annual report is filed after the AGM.
- Ensure Minute Book is maintained with current and past information.
- File annual insurance renewal in December and June each year.
- Oversee and organize all filing systems of the organization to ensure effective and efficient operations.
- Assess donations coming from each community and prepare contracts for Delivery Agent to deliver charitable activities in their Branch communities.
- Oversee and maintain all Schedules to Agency Agreements with Wildsight Branches.
- Track funder deadlines and provide timely reminders to program contractors.
- Edit, proof and advise contractors on funding proposals and reporting requirements.
- Send completed proposals and reports to funders via appropriate method.

Financial 45%

- Supervise Office Manager in processing all accounts payable/receivables, posting all accounts payable and deposits/transfers into Quick Books and completing monthly bank reconciliations.
- Complete monthly comparative financial reports and quarterly reports for the Board.
- Complete financial reports for funder reporting.
- Assist Executive Director in the creation of Organization's annual budget.
- Process all banking transactions, and be contact person for all Bank inquiries.
- Monitor Ethical Funds investment and advise Treasurer and Executive Director.
- Calculate and process payment to Branches of their portion of membership fees and donations.
- File Revenue Canada Source Deductions form.

- Complete GST rebate on a quarterly basis.
- Complete year-end financials.
- Process WCB Employer Payroll and Contract Labour Report.
- Process invoices for Wildsight Branch Insurance.
- Process and distribute T4 Slips (employees), and any Record of Employment (RoEs).
- Prepare files for annual Audit and liaise with Auditor.
- File Charity Return.
- Assist Wildsight personnel with any financial enquiries, including provision of personal financial references.

Personnel management 10%

- Organize regular staff meetings with operational support staff.
- Create and oversee contracts and letters of hire for all employees and contractors.
- Maintain and update personnel files for employees and contractors.
- Support Executive Director in ensuring Branches, Program Managers/Contractors, Directors and staff follow policy and bylaws.
- Support Executive Director in implementing evaluation of all staff, program managers and researchers.
- Produce Orientation document for guidance of new Wildsight personnel.
- Prepare all promotional materials for job postings. Organize and participate in hiring process.

Qualifications:

- Business degree diploma or equivalent in Business Administration, or equivalent
- Minimum 2 years experience in financial management
- Experience working with QuickBooks
- Previous experience working with charities and charitable fiscal management an asset.