



Job Posting

Full-time Permanent

Position: Manager, Corporate Services
Reports to: Chief Administrative Officer/Secretary-Treasurer
Salary Range: \$80,567 - \$93,399 (under review)

Purpose

The Manager, Corporate Services, is a member of the management team, reporting directly to the CAO/Secretary-Treasurer. Responsibilities include providing for the financial services, human resources services, support services and freedom of information and protection of privacy functions.

Primary Responsibilities (This is not an exhaustive list)

Program/Service

Financial Services:

1. Manage and direct financial functions and activities including banking, accounts payable, accounts receivable, payroll, and journal entry preparation.
2. Develop financial policies and procedures to ensure compliance with the Public Services Accounting Board standards, generally accepted accounting principles and other applicable legislation
3. Develop effective financial internal controls and monitor organizational compliance to internal control systems to ensure that Authority assets are protected.
4. Coordinate the preparation of the annual budget with the CAO.
5. Monitor, identify and report any material in year variances. Provide support to managers in effective management of program budgets. Prepare internal financial reports for management and the Board. Provide year end forecasts to determine in year savings/over expenditures.
6. Act as a Signing Officer for Authority.

7. Coordinate the preparation and submission of all financial reports required by government agencies and other organizations.
8. Coordinate preparation of financial statements with the Authority's auditor; develop required supporting documentation. Present annual financial statements to Audit Committee.
9. Oversee the maintenance of the Authority's Asset Management Plan.
10. Coordinate the annual insurance renewal submission. Review insurance requirements and ensure adequate coverage. Advise insurance providers of potential litigation; provide support to the CAO during claims processes.

Human Resources Services

1. Provide services to the CAO, managers and staff related to recruitment, performance evaluations, compensation and benefits, professional development and legal compliance.
2. Prepare, for approval by the CAO, employment policies and procedures for inclusion in the Employee Manual.
3. Maintain confidential employee records.
4. Coordinate pay and benefit administration including administration of the Authority's pension plan, group benefits plan and its employee assistance plan.
5. Coordinate the preparation of employee disability accommodation plans and WSIB claims. Arrange for accommodations needs and return to work requirements.
6. Ensure compliance with all employment related legislation by keeping current on employment law.

Support Services

1. Supervise and support Administrative Assistant position in achieving efficient and high quality customer service.
2. Support the CAO in the effective operation of the Board by attending all Board meetings, preparing the minutes of the meetings, and ensuring Board member per diem's and expenses are paid.
3. Ensure proper maintenance, acquisition, and disposition of office equipment.

Freedom of information & Protection of Privacy Services:

1. Develop and manage Authority's Records Management System including the development and administration of the Authority's File Retention and Destruction Policy.
2. Administer, coordinate, control and track requests under the Freedom of Information, and Privacy of Protection Act.

Management

1. Remain current with recent program developments and policies including liaison activities with adjacent CA's related to procedures, fees and approaches to implementation and administration.
2. Develop business processes to account for the acquisition and holding of information assets which normally includes receiving documents or applications, acknowledgement, reviewing, issuing tracking, logging, and efficient and effective holding of items such as surveys, data, maps, etc.
3. Manage projects, including project design and work plan development, budget preparation, and cost control, coordinating work plans and supporting activities of other programs and agencies, etc.
4. In accordance with ORCA policy and procedures recruit, select, orient, and train employees; maintain a safe, secure, and legally compliant work environment; develop professional development plans; communicate job expectations; plan, monitor, and appraise job results; coach and discipline employees. As required, retain, and oversee the work of consultants, internships, and student placements.
5. In accordance with ORCA financial management policies and procedures, follow established internal control and purchasing policies and procedures; monitor budget, identify, and address significant variances between forecasted and actual expenditures and revenues.
6. Contribute to the preparation of the annual operating and capital budget by developing annual cost and revenue estimates; and, by establishing and updating fee schedules for Board approval. Contribute to the preparation and maintenance of the Authority's long-term financial plan and asset management plan by developing program related expenditure and revenue forecasts and capital asset replacement forecasts.

Skill

- Degree from a recognized university in accounting or related discipline or equivalent education and experience.
- Minimum 7 years of relevant progressive experience.

- Demonstrated planning, organization and project management skills and strong computer skills.
- Sound knowledge of relevant legislation, regulations, policies and standards and their application including the Conservation Authorities Act, Occupational Health & Safety Act & regulations, Municipal Freedom of Information and Protection of Privacy Act & regulations, Public Services Accounting Board standards, Employment Standards Act and other employment legislation, and other relevant federal, provincial and municipal legislation.
- Strong communications skills including the demonstrated ability to write and speak strategically for maximum results by presenting information that will motivate, persuade, engage, or influence others.
- Valid Ontario Class G driver's license and clean driving record.
- Satisfactory Criminal Background Check.

Management Competencies

Leadership

Champions ORCA both internally and externally; models exceptional behaviour; builds a committed and engaged staff complement; aligns goals to ORCA's vision, mission, and values; communicates successes internally and externally; builds and maintains partnerships that are critical to the ongoing success and image of ORCA.

Networking and Relationship Building

Has a positive, professional, and credible reputation both internally and externally; utilizes networks and working relationships to identify strategic opportunities and potential partnerships; evaluates current networks in order to discover opportunities for expansion to support ORCA in meeting strategic objectives and goals; identifies and utilizes networks or working relationships with decision making capabilities or those that can influence decisions.

Resource & Fiscal Management

Identifies revenues and expenditures for the annual budget; ensures that financial and other resources are used effectively to meet objectives that are aligned with ORCA's financial constraints; monitors and identifies significant variances to budget and recommends corrective actions as required.

Results Orientation

Focuses on desired outcomes by meeting and/or exceeding standards based on past performance, goals and objectives, as well as the performance and/or achievements of others; holds oneself and others accountable for effectively meeting and exceeding organizational goals; acts as a role model or coach for others to drive positive results; establishes challenging goals for oneself and acts to reach and exceed them; holds others accountable for their own goals; prioritizes and streamlines work to ensure things get done.

Risk Management

Identifies, analyzes, plans and responds to internal and external risk factors including; security breaches and Health & Safety; adheres to and ensures compliance with all Health & Safety laws, regulations, standards and required practices; analyzes and develops plans to eliminate or reduce risks to overall organization, assigns responsibility, places workplace safety as a top priority, develops contingency plans and continually monitors internal and external risk factors; communicates potential risk situations including action steps and possible impacts to staff; documents all risk events to determine root causes and recommended changes.

Core Competencies

Accountability

Takes personal ownership and responsibility for the quality and timeliness of work commitments; follows organizational guidelines, professional standards, regulations, and principles; demonstrates reliability and integrity on a daily basis; displays a high level of confidentiality and respects the sensitivity of information; recognizes critical errors in processes and practices and recommends corrective action.

Critical Thinking

Monitors and analyzes the internal and external environment to identify current and future opportunities, challenges, and risk; develops proactive plans to address future opportunities and trends; anticipates how individuals, teams and others will respond or react to situations and develops plan or information to reduce concerns; recognizes trends in different and unrelated situations in order to address root causes.

Planning and Organizing

Accurately estimates duration and level of difficulty of tasks and projects and sets goals, objectives, and work plans to complete; develops plans that recognize and address emerging opportunities and threats; realigns resources aimed at assisting in reaching strategic priorities.

Service Orientation

Provides superior service to both internal and external customers; anticipates long term client requirements and identifies required improvements to service delivery; develops and implements practices and programs that will benefit ORCA while improving client satisfaction.

Teamwork

Works cooperatively and effectively with others to reach a common goal; participates actively in group activities fostering a team environment; develops teams that offer a diverse range of perspectives and experience in order to develop plans or actions that consider all factors; values and encourages teamwork through daily actions and by soliciting feedback from all levels of the organization; builds cooperation and communication between multiple teams, recognizing when different teams could work together for improved success.

Effort

- Fatigue resulting from focusing and juggling multiple accountabilities and priorities, a very high degree of concentrated visual attention, focused thinking/analysis.

Working Conditions

- Primarily an indoor office environment, including extended periods of time working at a computer.
- Occasionally traveling outside working hours.
- Occasionally required to extend or modify hours of work to attend meetings, seminars, workshops, respond to emergencies, etc.