

## JOB DESCRIPTION

<b>Job Title</b>	<b>Manager, Finance and Operations</b>
<b>Organization</b>	Gibsons Community Building Society (GCBS)
<b>Reports to</b>	Executive Director
<b>Term</b>	Regular Full-Time; 37.5 hrs/week
<b>Wage</b>	Management Level III
<b>Job Summary</b>	Primary staff person responsible for leading an internal team to support the following areas: finance, business planning and budgeting, facility, administration, human resources, and IT.

## BACKGROUND

Gibsons Community Building Society is a not-for-profit organization and proud operator of Gibsons Public Market and the Nicholas Sonntag Marine Education Centre.

**MISSION:** To build a thriving community through the successful integration of vibrant community programs and public gathering spaces, an inspiring marine education centre, and a bustling local market, to showcase Coastal life and support community economic development.

**VISION:** Creating a vibrant hub of Coastal life.

**VALUES:** Community-centred, Inclusive, Accountable, Respectful, Collaborative, Resourceful

**STRATEGIC PRIORITIES:** Social Enterprise Revenue, Community Impact, Fundraising, Stewardship and Governance

Gibsons Public Market creates high quality social connections through inviting spaces and innovative programming, helping to overcome isolation and build a stronger more caring community. Our bustling market is home to six local food merchants and an award-winning bistro, and hosts a wide range of opportunities for local entrepreneurs including a commissary kitchen, seasonal markets, art shows and musical performances.

The Nicholas Sonntag Marine Education Centre’s “collect-hold-release” aquarium and programming introduces learners of all ages to the mystery, wonder and magic of the undersea world at our door step, fostering a community that deeply cares for the health of our ocean. As a registered charity, the Centre’s mission is to sustain healthy coastal life by connecting people to the ocean and inspiring positive behaviour change. We do this through engaging educational programs, a world-class collect-and-release aquarium, and community-centred stewardship initiatives. Our vision is an educated community that actively cares for the health of our ocean.

## **JOB PURPOSE AND SUMMARY**

The Manager of Finance and Operations is a strategic thought-partner reporting to the Executive Director (ED). The successful candidate is a hands-on and participative manager developing and leading an internal team to support the following areas: finance, business planning and budgeting, facility, administration, human resources, and IT.

The Manager of Finance and Operations plays a critical role as a member of the senior leadership team in strategic decision making and operations as GCBS continues to enhance its quality programming and build capacity.

## **DUTIES AND RESPONSIBILITIES**

### **1. Financial Management:**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program, and grant accounting.
- Coordinate and lead the annual audit/review engagement process, liaise with external auditors and the finance committee of the board of directors; assess any necessary changes.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the ED and finance committee.

### **2. Facility Management:**

- Support the ED with leasing related matters including tenant recruitment, negotiations, documentation and fulfilling lease obligations
- Source and oversee contracts with service providers for functions such as cleaning, parking, disposal, security, and technology
- Identify measures to improve the efficiency and cost-effectiveness of the facility
- Supervise staff with facilities related responsibilities
- Ensure that facility is well-maintained and conduct proactive maintenance
- Deal with emergencies as they arise
- Manage operating budget
- Ensure that facility meets compliance standards and government regulations
- Forecast the facility's upcoming needs and requirements
- Oversee any renovations, refurbishments, and building projects
- Draft maintenance and incident reports

### 3. Human Resources, Technology and Administration:

- Ensure that recruiting and onboarding processes are consistent and streamlined
- Establish and manage an employee training program for systems, policies, and procedures
- Work with ED to further develop/enhance human resources, administration, professional development, compensation and benefits, performance evaluation, training and recruiting.
- Work closely and transparently with all external partners
- Oversee administrative and IT functions to ensure efficient and consistent operations

### **QUALIFICATIONS**

- Bachelor's degree, ideally with an MBA/CPA or related degree
- 7-10 years professional experience, ideally with 6+ years of broad financial and operations management experience
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Ability to produce reports with attention to detail and accuracy
- Excellent communication, relationship building and conflict management skills, with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Proficient in the use of standard office applications, accounting and reporting software, and customer relationship management (CRM) software
- Tech savvy with experience selecting and overseeing software installations and managing relationships with software vendors
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of GCBS and to upholding the organization's values of being community-centered, inclusive, accountable, respectful, collaborative and resourceful
- A track record in grants management, a definite asset
- Experience overseeing a human resources function, a definite asset

### **MANAGES THE FOLLOWING EMPLOYEES/CONTRACTORS**

The following employees/contractors report directly to the Manager, Finance and Operations:

- Operations Coordinator – Administration (VACANT)
- Administrative Assistants
- Facility Contractors