



Niislaa Naay Healing House Society
P.O.Box 176, Old Massett, HAIDA GWAII V0T 1M0
Tel: 250-626-3911 FAX: 250-626-3357

Employment Opportunity

OPERATIONS MANAGER
(Full Time)

About Niislaa Naay and the Role:

Niislaa Naay Healing House Society, based in Old Massett, Haida Gwaii, is well funded and in the early stage of operating as an independent Society. Niislaa Naay services the community of Old Massett, as well the neighbouring communities. Niislaa Naay hosts many interactive community programs such as traditional wellness, mental health, mens health, community health, maternal health, home care, youth services, dentistry, patient travel, and many visiting specialists. Service are provided from four locations: the youth centre, wellness house, mens shelter, and the Niislaa Naay Healing House. Many programs that are offered have a land based healing approach incorporating the culture and traditions of the Haida people.

Under the general direction of the Niislaa Naay Healing House Society Health Director, the Operations Manager is responsible for the development, implementation and maintenance of senior level administration. They plan, organize, coordinate operational procedures while also overseeing the administration related to accounting and human resources.

Applicants of Haida and/or Indigenous Ancestry are encouraged to apply.

RESPONSIBLE TO: NNHHS Health Director

KEY DUTIES AND RESPONSIBILITIES:

Finance:

1. Develop, implement and maintain a system of financial procedures to ensure the timely and accurate reporting of financial position.
2. Manage the budget and financial reports of the health and wellness programs and services, including efficient utilization of the funding.
3. Review and approve all financial reports for distribution.
4. Ensure compliance with financial reporting requirements to FNHA, funding contractors, lending institutions, Receiver General, Work Safe BC and others as required.
5. Assist Program Managers in the preparation of annual budgets for submission to the Health Director.
6. Monitor the cash flow and bank balance; ensure that bank statements are reconciled on a monthly basis.
7. Reconcile Receiver General, Cooperators and Pension payments with the bi-weekly payroll.
8. Responsible for the security of financial records, ensuring that documents are filed daily in an orderly manner and that back-up files are generated on a regular basis.
9. Responsible for audit preparation, working with external accountants, ensuring timely access to all pertinent information.
10. Responsible for the supervision of the Financial Assistant and Medical Travel.



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11. Ensure accurate and timely financial budgetary reporting and audits.
12. Maintain integrity of all accounting software and personnel files in accordance with the PIPA and FOIPA.
13. Assume in-charge responsibilities in the Health Director's absence.
14. Perform other related duties as required by the position.

Human Resources & IT:

- Maintain working knowledge of relevant Employment Standards, Worksafe BC and related legislation and policies
- Access and apply research and innovation to the community health and wellness policies/programs
- Prepares new hire package and other orientation documents for all new employees and regular contractors
- Welcomes new employees and reviews hiring package to ensure completeness for timely payroll processing
- Maintains hard copy and electronic human resource files for all employees
- Primarily responsible for employee benefits administration including new hires, changes, leaves of absence and terminations
- Maintains up-to-date communication about any human resources additions and changes with designates
- Provides orientation training to employees around timesheet entries and issuing Requests for Leave
- Reviews timesheet entries weekly, sends bi-weekly entry reminders and liaises with staff if entries when there are queries or missing entries
- Primary responsibility to maintain the accuracy of the human resources databases including processing compensation adjustments, leaves of absence, medical return to work documentation
- Primary point person for staff inquiries regarding timesheet entry and payroll processing
- Runs accurate time and pay-related reports, as requested
- Previews all entries in the payroll processing system; verifies correct transmission between systems, and as requested, submits batches for pay processing
- As requested, processes manual entries through the payroll processing system including the payment of contractors, stop payments, wage adjustments, retro payments, bonuses and other earnings
- Prepares ROE (Record of Employment) submissions to Service Canada through the payroll processing system
- Other payroll duties, as assigned
- Supports security and building access: maintains alarm codes and key sign-out
- Provides IT related support to all staff members as needed

Supervision and People Management:

- Acts as a member of the management team, participating in tactical management meetings
- Supervises the Medical Transport Team
- Ensures that all direct reports are scheduling their workload appropriately
- Evaluates direct reports' strengths and weaknesses on an ongoing basis and provides training and coaching to build strengths via direct feedback and regular performance evaluations
- Interviews, hires, trains, conducts performance evaluations, motivates, and disciplines
- Resolves problems, issues, and student complaints, as required, in accordance with appropriate procedures



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- Participates in short- and long-term planning, evaluation and the annual program review

Knowledge, Skills and Experience:

- Accounting designation or Accounting Certificate with proven experience
- Experience in office administration preferred
- Proven experience as an Operations support
- Previous experience in community based organization is an asset
- Ability to organize daily workload by priorities
- Must be able to meet deadlines in a fast-paced quickly changing environment
- Creative problem-solver
- Delivers message in a clear, compelling, and concise manner
- Professional level verbal and written communications skills
- Ability to work well under pressure and in changing situations
- Word processing/computer experience required (QuickBooks, Mustimuhw, Word, Excel, Outlook, Powerpoint preferred)
- Effective oral and written communication, interpersonal, organizational and multi-tasking skills.
- Acknowledge the importance of a positive work environment and work to contribute to it.
- Knowledge of the Haida culture.
- Ability to work independently and within a team environment to meet deadlines.
- Successful criminal records check.
- A valid BC Driver's license and vehicle an asset.

CONDITIONS OF EMPLOYMENT

The incumbent must be medically and physically fit to assume the responsibilities of the position. Must demonstrate sound communication skills, independence and initiative in carrying out the duties of the position. Be available for the annual Audit and willing to work flexible hours as required.

How to Apply:

Please submit cover letter and resume to:

Amy Saini, HR West Consulting: amy@hrwest.ca

Please note that only those selected for an interview will be contacted.