

## Fraser Northwest Division Operations Manager

This position is a newly evolved role due to growth of our organization. This person is responsible for supporting the operations team with the day to day administrative function of the business. For more information on the bigger picture, please visit <https://www.divisionsbc.ca/fraser-northwest>.

### What Your Day/Week/Month/Year Might Look Like

- Bi-weekly payroll management
- Policy development, employment law, employee relations, and benefits administration
- Bookkeeping, accounts payable, accounts receivable, monthly reporting
- Preparing the annual audit and not-for-profit reporting requirements
- Provide leadership and management of the day to day operations of the office
- Prepare and present monthly financial reporting to the Finance & Governance Committee of the Board

### Where You Fit in the Organization

You will report directly to the Executive Director and will work with a fantastic team of colleagues. Currently there are no direct reports, however, due to growth, this will change in the next year.

### Qualifications

- 2+ years managing people operations functions including in a leadership capacity
- Experience administering Payroll, Benefits, and HRIS
- MS Suite/Google Sheets guru
- Experience with QuickBooks and Bookkeeping
- Obsessed with data and process; data (and data cleanliness!) is taken seriously to help drive decision making
- Extremely organized and detail oriented yet flexible when required to be
- Hands on, "can do" and "figure it out and make it happen" attitude
- Natural love of researching information and presenting options
- Degree in Accounting or Human Resources

### How Do I Apply

If this position sounds like a good fit, please send your resume to [Kristan.ash@fnwdivision.ca](mailto:Kristan.ash@fnwdivision.ca) along with a cover letter highlighting why you are a good fit and your salary expectations.