



Manager of Operations

Full Time 35 hrs/week – \$35.74 - \$37.97/hour commensurate with experience

Lower Similkameen Community Services Society (LSCSS) is a multi-service organization providing services from early to senior years to the rural communities of Keremeos, Cawston, Hedley and Olalla. Our organization is committed to provide excellent programs that enhance quality of life by improving the social conditions, housing, health and education of our citizens.

If you are a detail oriented and strategic thinker with excellent problem-solving skills, we want to hear from you! We are looking for a Manager of Operations to support over 50 employees in a variety of roles from Housing to Social Services. This is an excluded management position, managing in a union and non-union environment.

Position Overview:

People & Culture: Manages the team including hiring, recruiting, evaluating suitability and performance, coaching, discipline or dismissal of staff as required. Ensures communication between staff, volunteers, and ensures ongoing employee wellness, recognition, and appreciation.

Contract Administration: Responsible for ensuring contractual obligations and commitments of the Society are met. (Quality assurance, privacy, security, risk management, outcomes and deliverables, contract reporting are part of this). Liaises and develops effective relationships with funding sources, regulatory bodies and program partners.

Program Delivery: Participates in providing overall leadership for all programs; Designs and develops programs and services that meet contract expectations and guidelines and/or that address one or more of the agency's planned initiatives in collaboration with program or project staff.

Property Management: Plays a key role in managing commercial office space and providing a leadership role to Housing Coordinators on residential rental units. Office Administration duties in a support role.

Financial Management: Supports the Executive Director in the effective delivery of all financial and accounting functions and controls including payroll, financial reporting, remittances to various government and funding agencies, preparation of annual financial statements and working papers, audit and compliance processes.

Qualifications include: Bachelor's degree in business administration with focus in Accounting or Human Resources; 3+ years of broad financial, administrative and management experience, personnel policies, employee benefit plans (non-profit management or leadership experience preferred); Proficiency with Microsoft Office Suite, Microsoft 365 and QuickBooks; Familiarity with fund or cost accounting; Knowledge/experience with fiduciary obligations of and risk management in not-for-profits; Knowledge/experience in managing office IT and security

Please send resumes marked "MO#23-11 by e-mail to: Recruiting@LSCSS.com. **Competition open until filled.**

Complete position description available at www.LSCSS.com. For further information contact Julie Ellison, Manager of Operations & Finance, (250) 499 2352 x130.