



# Kootenay Native Plant Society

*connecting people, plants, and place*

## Job Posting Administrative Manager

**Location:** Remote from home, West Kootenay region

**Position Type:** 1 Year Employment Term

**Schedule:** 15 hrs/wk

**Wage:** \$30-\$35 hr based on experience

**Desired Start Date:** November 14, 2023

**Closing Date:** open until filled

### Description

The Administrative Manager (AM) is responsible for leading the day-to-day operations of Kootenay Native Plant Society (KNPS) including financial management, human resources, communications, record keeping, file management, external communications and engagement. Guided by the current KNPS strategic plan, the AM assists in setting organizational goals and implementing the annual operating plan with guidance from the Board of Directors. The Administrative Manager will report to the Board Chair.

The successful candidate will be required to have a confidential home office work space; workstation equipment (computer, printer etc.) will be provided.

### Duties and Responsibilities

#### Financial Management (50%)

- Prepares the annual global budget for presentation and approval to the Finance Committee. Monitors budget to actuals and tracks adjustments to budget in collaboration with the Program Manager
- Liaises with Bookkeeper in preparation of grant and quarterly reports; reviews and makes recommendation for adjustments in collaboration with the Program Manager and Finance Committee
- Facilitates the preparation of YE financial statements to be approved by the Board
- Reviews and approves timesheets for staff and prepares payments of invoices biweekly ensuring coding to Jobs and GLs is in place, invoices are approved and set up for e-transfer payment through online banking. Ensures invoices are filed appropriately
- Prepares invoices for receivables such as fee for service work or sponsorships and ensures they are coded and filed appropriately.

- Acts as point of contact for Bookkeeper and Accountant, and participates as a member of the Finance Committee as needed.
- Completes bank deposits as needed, copying cheques and deposit pages to Google Drive files and ensure banking signatories are up to date

#### **Fundraising & Communications (20%)**

- Investigates and proposes grant or other fundraising options on an ongoing basis
- Prepares grant and sponsorship proposals and completes reporting as required
- Delivers any sponsorship benefits such as photos, thank you ads and/or meetings as needed
- Monitors grant budgets in collaboration with Program Manager
- Supports staff and Board in best practices for community fundraising such as tracking forms, and advice on signage or scripts
- Assists with press releases, website or social media updates, brochures, newsletters, posters and e-news as required

#### **Administrative Duties (10%)**

- Monitor, responds and/ or refer emails from personal and info@ email accounts
- Checks postal mail in Castlegar regularly
- Maintains good order of electronic files on google drive - archive older files as needed and ensure contracts are signed and uploaded
- Oversees access to Google Drive for staff, Board and contractors
- Provides reports to the Board of Directors on a monthly basis
- Provides administrative support to Program Manager as requested including preparation of letters, files and reports

#### **Human Resource and Governance Support (20%)**

- Hires and coordinates external operations contractors including bookkeeper, accountant and others as needed
- Supports human resources and team building including interviewing, mentoring and monitoring
- Supports strategic planning and policy development
- Communicates organizational updates to the Board of Directors
- Ensures HR/ personnel records are well organized and up to date
- Contributes to non-profit governance requirements including AGM support, bylaws, filings
- Supports ongoing risk assessments for the organization
- Act as the first point of contact for staff regarding timesheets, wages, expenses or other employment needs.
- Supports Board Committees in executing their objectives

Other duties may be assigned as required by the Board of Directors.

### **Required Knowledge, Skills & Abilities**

- Leadership experience in non-profit administration or finance management
- Understanding of governance requirements, such as Societies Act and bylaws, to support effective oversight of organization
- Strong administrative skills and understanding of overarching operations needs
- Experience using MS Office, specifically Excel, Google Workspace and online communication platforms and technology.
- Highly competent in time management, able to prioritize diverse tasks and lead self directed activities to meet deadlines
- Ability to work as part of a team and independently
- Ability to provide a confidential home office space with internet; office equipment is provided

### **Experience, Training & Education**

- Minimum three years of leadership and/or management experience in the non-profit sector, specifically in an Administrative or Finance role including grant writing and proposals
- A Bachelor's or Master's Degree in Business, Public Administration or a related discipline OR an equivalent combination of education, training and experience.
- Extensive experience in managing non-profit organizational financials including creating and tracking budgets, forecasting and interpreting financial reporting
- Previous experience working with Indigenous Nations
- Previous supervisory experience and basic knowledge of BC Employment Standards and Worksafe requirements
- Previous experience in policy writing and implementation
- Previous experience working in a conservation non-profit and knowledge of regional and provincial conservation networks and priorities is strongly preferred

Please apply with a detailed resume and cover letter showing how you meet qualifications to [info@kootenaynativeplants.ca](mailto:info@kootenaynativeplants.ca) with "Administrative Manager Application" in the subject line. Applications will be accepted until the position is filled.