

**Canadian Mental Health Association  
Newfoundland and Labrador division**

**JOB DESCRIPTION**

**Manager of Corporate Services**

**SUMMARY OF RESPONSIBILITIES:** This position is responsible for effective and efficient financial and office administrative services.

**REPORTS TO:** Executive Director

➤ **FINANCIAL MANAGEMENT DUTIES:**

- In consultation with the Executive Director and Finance Committee, assists in the timely preparation of the annual operating and capital budgets and the related operational and human resources plan
- Prepares, analyses and presents monthly financial statements
- Coordinates the financial audit
- Assists with the administering of the organization's fundraising activities
- Ensures assets and the work of the organization are protected through risk management efforts such as insurance coverage
- Undertakes all payroll functions to ensure that employees are paid in a timely and accurate manner
- Undertakes all payment and invoice functions, in a timely manner, for services provided by the organization and all accounts payable

➤ **HUMAN RESOURCE MANAGEMENT DUTIES:**

- Coordinates internal and external training and recruitment activities
- Assists in interpretation and administration of personnel policies and programs
- Organizes and conducts employee information meetings on employee benefits
- Chairs the Occupational Health and Safety Committee

➤ **BUSINESS PLANNING RESPONSIBILITY:**

- Oversees the financial and commercial contracts with external suppliers and business partners
- Leads the development of new contracts with future suppliers and business partners

- Assists the Executive Director in the organization's operational planning process

➤ **BOARD AND GENERAL ADMINISTRATION:**

- In consultation with the Executive Director and Chair of the Finance and **Audit** Committee (s), ensures regular meetings and review of financial performance, and acts as Secretary to the Committee
- Ensures the organization's information technology requirements are met
- Ensures effective administration/operation of the office
- Other duties as assigned

**Education and Experience:**

- Strong financial management and analysis skills
- In-depth accounting knowledge
- University Degree or Diploma in a related area with an accounting designation
- A minimum of three years related experience, preferably in the non-profit sector

**Skills and Abilities:**

- Knowledge and proficiency in various software packages such as Simply Accounting, Excel, Word, Power Point
- Effective in a deadline driven, team environment
- Sound judgment for problem solving
- Strong oral and written communication skills
- Strong organizational abilities

December 1, 2008

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