

## **Director, Business Administration**

Next Step Ministries (NSM) is a Christian organization based in Calgary, whose vision is for women to exit sexual exploitation, discover their identity and move beyond trauma towards building a life of freedom and choice. Partnering with churches, other agencies, and the community, NSM is committed to walking alongside these women as they break the cycles of addiction and abuse. NSM provides outreach services, housing, day classes, and follow care support for women exiting sexual exploitation.

### **POSITION SUMMARY**

The Director, Business Administration is responsible for managing all finance, Human Resource (HR) and Information Technology (IT) operations for NSM.

- Ensuring the accuracy and integrity of all accounting and payroll operations, oversee the annual budget process, and provide accurate and timely financial reporting to the Executive Director, the leadership team and the Board of Directors and Finance Committee.
- Oversee NSM IT systems ensuring they are adequate, appropriate, and secure.
- Ensure that effective finance, HR and IT policies, processes and internal controls are in place to safeguard NSM's assets and operations from risk of loss.
- Advises the Executive Director and Finance Committee in strategic and general business matters and projects.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Strategic Business Planning:

- Develops and implements, in consultation with the Executive Director and leadership team, strategic financial initiatives for NSM.
- Completes operational reviews and analysis of programs and services to allow for better allocation of resources and mission advancement.
- Prepares and reviews annual budget for each program; monitors actual activity against proposed budget on an on-going basis and advises on corrective action.
- Communicating with all program leads to understand financial, IT and HR needs and provides information and assistance to aid in making informed operating decisions.
- Provides leadership, in collaboration with the Executive Director, Director of Fund Development regarding strategic partnerships, and proposal submissions for funding.

- Manages operating agreements with partners, funding agreements, contracts, and leases.
- Develops policies relating to responsibility areas – finance, IT and HR – to safeguard NSM assets and ensure compliance with all regulatory requirements.
- Demonstrates diligent stewardship of resources.
- Ensures all IT systems are in working order and upgrades are completed in a timely manner.
- Support the Executive Director in cyber-security measures including backups, cyber security training for staff, appropriate firewalls, and malware filtering systems.
- Oversee annual renewal of insurance policies ensuring adequate and appropriate coverage for property, liability, director and officer, and cyber security.
- In collaboration with the Executive Director and the Director, Fund Development, help plan, organize, and monitor the fundraising and communications endeavors.
- Maintains inventory of all equipment and assets.
- Ensures all programs file archiving is handled appropriately.
- Provides general support in the absence of Executive Assistant.
- Creates and maintains an up-to-date position manual.

#### Financial:

- Provides direction for the day-to-day finance processes including accounts receivables and payables, cash handling, deposits, gift card management, Point of Sale (POS) (For the Sparrows) and fee payments, account reconciliations, purchasing procedures, and charitable receipt processing. Serves as a backup in the absence of finance staff
- Performs financial management functions including:
  - Monitors monthly financial statements and ensures accuracy
  - Prepares financial reports and analysis for Executive Director, leadership team and Finance committee.
  - Generates journal entries and ensures they are processed in a timely manner
  - Ensures the accuracy of the general ledger
  - Responds to financial questions and requests
  - Assists external auditors with annual audits and provides supporting documents
- Approves purchase orders in accordance with finance procedures and approves invoices for payment
- Files regular GST returns ensuring compliance with all GST collection and rebate rules.

- Reviews monthly payroll registers to check for inaccuracies and address anomalies.
- Performs financial analysis of programs to ensure solvent operations and identifies opportunities to expand services and/or control costs
- Actively manage budgeting and expenditures for restricted contributions/grants applications and awards, ensuring accuracy of program costs charged to particular grants within the approved terms and timelines of the grant.
- Manages internal audit and risk assessment review processes including liaising with auditors and preparing and submitting supporting documents
- Produce budget variance reports for budget managers including income statements for social enterprise operations (For the Sparrows and microenterprise) with gross margin and cost of sales.
- Prepare monthly, quarterly, and annual financial statements for the Board, including annual operating and cashflow projections.
- Act as a resource to the Finance Committee, preparing reports and attending monthly meetings.
- Ensure the accuracy and compliance of charitable donation receipting as per CRA requirements for registered charities.
- Ensure that the annual T3010 Annual Charity Return is filed with CRA accurately and on time.

#### People Management and Human Resources:

- Provides Human Resources support to NSM staff and manages including assistance with employment contracts, ensuring proper HR files are maintained confidentiality, oversee HR policies and employee benefit plans, and act as a resource to Executive Director and NSM staff.
- Builds a team that is qualified, equipped and engaged in their work, as well as works well with other areas within the organization to create unity and flow of services.
- Hires, orients, trains, supports, recognizes, evaluates, and retains direct reports.
- Ensures finance, IT, and HR areas are fully staffed with qualified staff and that staff have the resources to do their jobs.
- Ensure that accurate records are maintained for employee vacation, sick leave, and other accruals.

- Completes payroll supervisory functions in RBC / ADP inclusive of approving vacation, sick time, timesheets, etc. for direct reports; ensure employees are paid accurately and on-time and in keeping with policies, procedures, and legislation.
- Effectively utilizes, supports, evaluates, and retains department volunteers.
- Ensures compliance with payroll and HR legislation and workplace policies and practices.
- Ensures that all staff complete mandatory training or certifications as required and identify any additional training needed.
- Oversee the NSM employee benefit plan ensuring cost effectiveness and satisfaction of employees.
- Conducts regular supervision with staff; ensure that performance reviews are completed, in a timely manner, for all staff.
- Conducts monthly meetings with department staff
- Complies with all occupational health and safety legislation and workplace health and safety policies, procedures, and protocols.

#### Administrative:

- Attends Leadership Team meetings, presents finance, IT and HR issues, answers questions, and prepares reports as required
- Develop and implement policies as needed to ensure compliance with regulatory requirements including Canada Revenue Agency charities, payroll deductions, Alberta Employment Standards, Alberta Human Rights Commission, Alberta Privacy Commission and Occupational Health and Safety requirements
- Attends and participates in meetings/events/committees (internal and external) as required
- Attend Board Finance Committee meetings and provide supporting reports.
- Attends meetings as requested by the Executive Director

#### Information Technology:

- Assist in all IT operations of programs, in conjunction with external contractor and the Executive Director, including:
  - Monitors Network setup and security
  - Hardware and software support
  - Telecommunications

- System security and user administration
- Liaises with program staff regarding system changes, upgrades, and user access requirements.
- Oversee user access on all systems ensuring privacy and confidentiality of all NSM participants, staff, and volunteers.
- Keeps up to date with all technological advancements and recommends optimal solutions.
- Ensures information backups are completed.
- Resolves technical issues in a timely manner.

### **FINANCIAL AND MATERIALS MANAGEMENT**

- Prepares annual budgets for each program, monitor program expenditures and produce variance reports and financial projections.
- Approves unbudgeted program expenditures, in conjunction with Executive Director and, in accordance with NSM's policies and procedures.
- Develops program policies and procedures pertaining to the management of financial resources, human resources, and administrative matters.
- Directly responsible for budgets for responsibility areas – finance, information technology.

### **REPORTING STRUCTURE**

- Reports directly to: Executive Director
- Directly Reports: Bookkeeper

### **WORKING CONDITIONS**

- Work week is 40 hours. Will entertain the possibility a 0.8 FT (32 hours) position.
- Work environment is typically in an office.
- Maybe required to work from a 'Home Office' on some occasions

**The above responsibilities must be performed in keeping with Next Step Ministries Mission, Vision, and Values, in a professional manner, upholding our statement of faith and our code of conduct.**



## EDUCATION AND EXPERIENCE QUALIFICATIONS

Education, Qualifications, and Certifications:

- Completion of an undergraduate University degree in Accounting, Business Administration, or related field.
- Professional designation and registration are an asset.
- Chartered Professional Accountant (CPA) designation preferred.

Experience and Skilled Knowledge Requirements:

- Five to seven years' related experience in strategic planning, accounting and payroll operations, supervisory and administration roles.
- Knowledge of accounting standards for not-for-profit organizations.
- Knowledge of accounting and payroll compliance requirements for source deductions, registered charities, GST, Employment Standards, privacy and occupational health and safety.
- Exposure to managing IT.
- Exposure to managing HR function.
- Respect for confidentiality and a keen sense of professional ethics; high degree of diplomacy and a Christian faith are a requirement.
- Working knowledge of the state and conditions of sexual exploitation and human trafficking is an asset

Skills and Capabilities:

- Attention to detail, problem solving and analytical skills.
- Strong sense of integrity, excellence and confidentiality with professional ethics and a balanced sense of fairness and flexibility.
- Positive teambuilding, interpersonal and collaboration skills.
- Ability to assess and manage business risks, ensuring effective controls are in place without overly compromising operational efficiency and flexibility.

**If you are interested in applying for this position, please email the NSM Executive Director directly at [george@nextstepministries.ca](mailto:george@nextstepministries.ca).**