



Canadian Federation of Nurses Unions
2841 Riverside Drive
Ottawa, Ontario K1V 8X7
Tel 1-800-321-9821 or 613-526-4661

JOB POSTING

<u>POSITION TITLE:</u>	Director of Operations
<u>JOB TERM:</u>	Full-time permanent
<u>LOCATION:</u>	CFNU Office
<u>REPORTS TO:</u>	President

SCOPE OF POSITION

Under the direction of the President, the Director of Operations is responsible for executing all operations and finance objectives and activities for the CFNU. The Director of Operations provides leadership, direction and coordination for the activities and operations of the CFNU. The Director of Operations has the overall accountability for oversight and ensuring effectiveness of financial planning, human resource planning, and administrative services. The Director of Operations provides strategic financial leadership and analysis providing recommendations to the President and the Secretary Treasurer on budget planning, resource allocation, financial management and ensures accurate and timely execution of day-to-day financial processing and evaluates the effectiveness of all operations. The Director of Operations will work collaboratively with the CFNU Director of Public Affairs and Political Assistant to manage the affairs of the organization to ensure that the strategic and policy objectives of the CFNU are met.

The individual will work under CFNU salary and benefits policies for the position of Director of Operations. This position will respect the terms and spirit of the Collective Agreement and will work out of scope.

KEY RESPONSIBILITIES

Leadership

- To identify, assess and inform the President and National Executive Board (NEB) of internal and external issues that affect the organization.
- To act as an advisor to the President on a variety of issues including staffing and finances.
- To provide leadership through effective objective setting and staff delegation.
- To identify opportunities for government grants.
- To represent the CFNU on behalf of the President as delegated.

Financial

- To manage all accounting functions of the organization – including payroll, accounts payable, accounts receivable, electronic banking, monthly reconciliations, close month-end books.
- Prepare financial statements, budgets and budget forecasts for review by the National Executive Board and the Finance Committee.
- Prepare and manage CFNU's annual audit and be accountable for responding to auditor's reports and concerns related to finances and operations.
- Manage all of CFNU's insurance policies.
- Carry out guidelines of board approved Investment Policy.
- Produce budgets for grant applications or other projects as requested by the President, and any associated reports.
- Provide support to CFNU's Secretary-Treasurer as required.

Human Resources

- Orient all employees to the CFNU office operations and policies and procedures, and orient and supervise the office and support staff.
- To administer the provisions of the staff collective agreement and the CFNU policies.
- To prepare all personnel reports for the NEB.
- To manage all of the staff payroll and benefits including the pension plan, the extended health benefits, annual leave and other leave benefits, and to ensure compliance with all relevant legislation.
- To do yearly staff performance reviews with input from the Director of Public Affairs/Political Assistant.
- To approve all leaves (vacation, sick time and others) under the collective agreement.
- To approve all overtime and overtime pay outs.

Operational Planning and Management

- In collaboration with the President and Director of Public Affairs/Political Assistant prepare action plans from NEB and staff meetings.
- To attend NEB and Finance meetings.
- To conduct staff meetings to disseminate pertinent information.
- To work effectively with internal staff, elected officers, National Executive Board and stakeholders.
- In collaboration with the Director of Public Affairs/Political Assistant realistically envision deliverables, coordinate and balance workflow of all staff to meet deadlines.
- To coordinate multiple tasks with conflicting duties.
- To be able to achieve goals within budget and time schedule.
- To anticipate problems and respond with solutions.
- Oversee all in-office project management.
- To explore opportunities for government grants and projects and negotiate the contracts.
- To oversee all of CFNU's external contracts and projects.
- To oversee all facility leases and capital projects.
- To oversee the negotiation, monitoring and management of supplier's contracts.
- To comply with all of the CFNU external contracts and grants obligations and/or reporting.
- To ensure that office equipment is kept in working order and supplies are ordered within budget.
- To oversee the technology infrastructure of CFNU
- Other duties as required by the President.

QUALIFICATIONS REQUIRED FOR THIS POSITION

- Degree in Finance or Accounting or related field, or equivalent experience; CPA accreditation an asset
- Minimum of 5 years accounting experience, 7+ years preferred.
- Sophisticated understanding of day-to-day accounting processes, general ledger work, and detailed budget processes.
- Experience overseeing staffing and human resources. preferably in a union environment.
- Excellent communication skills, both oral and written. French would be an asset but is not mandatory.

KEY SKILLS

- Strong organizational skills and project management abilities.
- Financial and accounting knowledge and experience.
- Office management experience.
- Proficient with Quick Books.
- Experience with Ceridian payroll system.
- Experience working with Office 365 products including Word, Excel, Powerpoint.
- Ability to determine priorities, shift priorities and adapt to changing situations, new ideas and concepts.
- Ability to work independently and collaboratively.
- Discretion, diplomacy, sound judgment and effective interpersonal skills.
- Ability to work under pressure.
- Ability to manage conflict resolution.

The Canadian Federation of Nurses Unions is an equal-opportunity employer. Members of equity-seeking groups are encouraged to self-identify. Women, racialized workers, workers with disabilities, gay, lesbian, bisexual, queer and transgender workers and Aboriginal workers are encouraged to apply for this position.

In accordance with CFNU's COVID-19 Vaccination Policy, all CFNU employees are required to be fully vaccinated with a COVID-19 vaccination primary series (2-doses). As a condition of hire, new staff will be required to submit proof of vaccination prior to their first day of work. The CFNU will consider written requests for accommodation under the Human Rights Code on a case-by-case basis and will accommodate those individuals who are legally entitled to accommodation.

The successful candidate will work from the CFNU office in Ottawa on Riverside Drive. The CFNU is a flexible employer offering competitive compensation and benefits.

Candidates should submit a cover letter and CV detailing their qualifications and suitability for the position. Applications should be submitted by email to jlegerrier@nursesunions.ca. **The application deadline is November 19th at midnight.** Start date: January 2024.

We thank all applicants for their interest. Only those selected for an interview will be contacted.