

VALEMOUNT SENIOR CITIZENS HOUSING SOCIETY

June 2021

Job Description - ADMINISTRATOR

Reports to: Board of Directors

Wage: \$25-\$30/hr

Job Summary: The Administrator is responsible for establishing and maintaining positive relationships with residents, families, team members, partners, and all stakeholders including regulatory authorities, associations and agencies. The Administrator is responsible for all operational aspects of the Valemount Senior Citizens Housing Society and this includes budget and oversight. The Board of Directors provides the Administrator with guidance and support.

Duties:

- Develop, review and implement operational policies, in accordance with the legal structure of the Society.
- Maintain the legal records of the Society, as well as oversee bookkeeping functions and providing monthly financial reports.
- Supervise the caretaker and the maintenance operation.
- Ensure all premises are in compliance with all fire, health and safety policies and regulations.
- Timely attention to all manner of correspondence.
- Responsible for annual audit, financial review, and all required reporting following established timelines.
- Ensure financial accountability and timely reporting to the Board of Directors and funding agencies.
- Manage the annual operating and capital budgets, meeting the requirements of the Board of Directors and B.C. Housing.
- Facilitate resident move-in and move out.
- Perform other duties as required.

SKILLS AND ABILITIES

- Excellent written and verbal communication skills, including the demonstrated ability to communicate professionally with agency staff and external stakeholders.
- Effective planning, organizational and time management skills.
- Knowledge of Microsoft Office suite, Sage and other office programs.
- Strong analytical skills, as well as basic accounting skills.
- Excellent written and verbal communication skills, including the demonstrated ability to effectively communicate professionally with agency staff and external stakeholders.
- Excellent interpersonal and collaboration skills, including the ability to work effectively with others as a team.
- Demonstrated ability to handle large volumes of confidential information appropriately and respectfully.
- Demonstrated ability to be sensitive and understanding of individuals' social realities including issues or race, culture, religion, gender identity/expression, sexual orientation, poverty, and lifestyle.

QUALIFICATIONS:

- Certificate or Diploma in Administration, Health Care Administration, or Seniors Housing Management or a combination of education and experience in management.
- Clean Criminal Record Check
- Class 5 Drivers License
- Clean Drivers abstract

To apply, submit a cover letter and resume to Mary Anne Watt at maryannewatt12@gmail.com prior to **July 9, 2021 at 4:00pm.**