



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị ਜਾਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

Operations Administrator

(Internal/External)

Posting Period: June 14-July 4, 2022

SVNH is seeking a full-time (35 hours/week) Operations Administrator. Working collaboratively and under the general direction of the Operations Director, the Operations Administrator is responsible for administering financial, human resources, information technology, and records management systems for the neighbourhood house.

Responsibilities

Financial Management

- Administer finance-related activities at SVNH, including bookkeeping, accounts payable, accounts receivable, bank deposits, petty cash
- Provide guidance to staff, contractors, and volunteers in interpreting relevant financial policies and procedures
- Assist in preparing month-end and year-end financial statements

Human Resources

- Process SVNH Timecard Report for submission to ANHBC Payroll and Benefits Department each pay period
- Assist managers with employee onboarding and offboarding paperwork and processes
- Ensure that systems are in place to collect and maintain staff employment records, such as employment letters, performance appraisals, status changes, emergency contacts, etc.

IT Systems

- In collaboration with the Operations Director, co-ordinate, implement, and manage technology needs, such as computers, networks, database systems/CRMs, telephones, and internet services
- Administer set-up and deletion of user accounts, and maintain user account records
- Maintain capital equipment logs to track company owned devices, such computers, tablets, smartphones, etc.

Records Management

- Set up and maintain filing systems for classifying, storing, and safely disposing of records
- Maintain database of donors and funders
- Establish and maintain system to document SVNH policies and procedures

Qualifications

- Certificate or Diploma in Accounting, Office Administration, or HR, or equivalent experience in related field
- 3 to 5 years' experience working in an office environment
- Proficient knowledge of MS Office Software (Microsoft Word, Excel, Outlook)
- Proficiency with accounting software

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- Excellent organizational skills with the ability to work independently, prioritize assignments and manage changing priorities
- Ability to work effectively under pressure in a busy environment, meet deadlines, while maintaining a positive attitude and producing high-quality work
- Strong attention to detail
- Strong analytical and problem-solving skills
- Excellent English skills (both written and oral) and interpersonal communication skills
- Fluency in another language commonly spoken in South Vancouver (Mandarin, Cantonese, Vietnamese, Tagalog, Punjabi) is highly preferred

NOTE: Offer of employment with ANHBC is conditional on providing proof, prior to the start date and in a form satisfactory to ANHBC, that you are fully vaccinated against COVID-19. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation by contacting Mimi Rennie, Executive Director immediately at mimi.rennie@southvan.org. ANHBC reserves the right to amend its COVID-19 vaccine requirement at its sole discretion.

Compensation: \$24.49 to \$25.78 per hour, plus benefits (paid sick and vacation leave, extended health and dental, pension, and professional development).

To Apply:

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their families.

All qualified individuals are encouraged to apply, with subject line "Operations Administrator" by 11:59pm on Monday, July 4, 2022. Please send your cover letter and resume in confidence to:

Email: operations@southvan.org
Paul Riley, Director of Operations
6470 Victoria Drive
Vancouver, BC, V5P 3X7

To help us track our recruitment effort, please indicate in your cover letter where you found this posting. Only candidates selected for an interview will be contacted.

South Vancouver Neighbourhood House (SVNH) is located on the unceded, occupied, ancestral and traditional homelands of the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity with our Coast Salish neighbours and South Vancouver community members as we work together towards food resiliency and sovereignty.

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