



Yellowknife
Co-op

You're at home here.

Career Opportunity

Title	Financial Administration Manager
Co-op	Yellowknife Direct Charge Co-op
Location	Yellowknife, Northwest Territories

Benefits of working at Yellowknife Co-op include: a competitive salary, annual vacation, employer-matched pension plan, comprehensive group benefits plan, career development opportunities, and annual performance plan.

As the capital of the Northwest Territories, Yellowknife has a lot to offer, from shopping in upscale boutiques and fine dining in award-winning restaurants to almost unlimited recreational opportunities. Located on the shores of the Great Slave Lake, this vibrant and prosperous city is known for its midnight sun, aurora borealis and a unique blend of northern culture and bustling city living.

Yellowknife Co-op is a retail consumer co-operative that provides a fast paced, growth oriented work environment. Our team has a reputation for providing fair prices and the best customer service in the North. If you think you've got what it takes to work and play here, we'd like to hear from you today.

Position Summary:

Working closely with the General Manager in supervising and guiding the Yellowknife Co-op in its' financial matters. The Financial Administration Manager will initiate and direct effective controls and efficient procedures to assist Management in achieving sound administration of the Co-op's operations. This position will also assist in the preparation of the Co-op's financial statement in accordance with generally accepted accounting procedures.

Relationships:

- Reports directly to the General Manager
- Leads and manages employees in the administrative department
- Works with all departments: staff and managers
- Maintains external relationships with members, suppliers, stakeholders, industry organizations and Board of Directors

Essential Skill and Knowledge:

- A bachelor's degree in business administration is considered an asset
- Minimum of five years related experience in a Supervisory/Management role.
- Excellent people management skills including the ability to hire, train, motivate,

evaluate, correct, develop, and increase staff performance in a cross-cultural environment

- Well-developed financial management skills
- Strong written and verbal communication skills combined with customer service and problem solving skills
- Strong leadership and interpersonal skills
- Excellent organizational, time-management and project management skills
- Demonstrated knowledge of office procedures
- Proficient in application software – Microsoft Office and Internal Co-op program (DOS based system) and familiarity with JD Edwards software would be an asset
- Solid understanding of co-operative principles and philosophies

Responsibilities:

Within the limits of approved programs, policies and procedures, has the following responsibilities.

- To assist in the preparation of the period financial statements for the Co-operative. To challenge department managers when negative financial variances occur and to assist them in correcting the variances.
- To organize, direct and co-ordinate the operations of the Administration department to ensure that costs are maintained within guidelines set by Management.
- To work closely with the General Manager to develop the policies and procedures of the Co-operative and to work closely with the department managers to ensure they are being implemented correctly.
- To develop and maintain an effective organization structure for the Administration department.
- To appoint and supervise immediate subordinates. To work with staff to develop work plans and complete regular appraisals based on the results achieved. To develop the training program for employees to enable them to progress.
- To assist department managers on methods and procedures for the proper handling of paperwork within their department. To periodically examine various paper flows to ascertain the quantity and value of the paperwork.
- To complete regular and surprise audits on each department.
- To assist the General Manager with Board-related responsibilities – meetings, correspondence, minutes
- To complete other duties as assigned.

Business/Action Plan includes responsibilities in the following areas:

- Financial Statement
- Customer Accounts Receivable Statements
- Cash Management
- Accounts Payable
- Inventories
- Petroleum

- Payroll
- Fixed Assets
- Audits
- Budget
- Record Management
- Office Supplies/Equipment
- Performance Reviews - Standards
- Staff Training
- Staff Relations
- Self Development

Operating Results

The budget, as approved by the General Manager, is the standard for all key performance areas. The Financial Administration Manager will be responsible for Administration Department expenses.

Salary Range: \$70,000-80,000 annual with additional potential bonus, in addition to benefits and pension package.

If you do not currently reside in Yellowknife, this position could also include assistance with relocation

Applications are being accepted via email to Arctic Co-operatives Limited

[Human Resources](#) or by fax 204-632-8575