



The Reach Gallery Museum Abbotsford OPERATIONS MANAGER

The role of the Operations Manager is to embrace the mission of The Reach Gallery Museum Abbotsford to be the centre of cultural and creative innovation in the Fraser Valley. Reporting to the Executive Director, the Operations Manager plays a key role at The Reach by providing consistent and reliable assistance in the management of administrative, operational and financial activities of the organization.

Responsibilities:

- Oversees day-to-day operations in an active, vibrant cultural facility.
- Oversees financial reconciliation of expenses and revenue including banking, payroll, building expenses, programs and exhibitions.
- Maintains administrative and financial records and prepares monthly, quarterly and annual reports.
- Oversees all rentals and facility bookings.
- Provides administrative support to staff and Board of Directors; taking minutes at Board meetings.
- Assist in the coordination, drafting and preparation of various grant applications and filing final reports.
- Participation in the preparation of the annual budget.
- Preparation of the audit file, and support to the auditors.
- Hires, supervises and evaluates subordinates providing customer service and janitorial services.
- Responsible for opening and distributing mail.
- Oversees the computerized security system and ensures that health and safety information is current including maintenance of confidential files.
- Maintains the Policy and Procedures Manual.
- Acts as liaison with Facility Management of the City of Abbotsford on building related issues.
- Oversees maintenance, repairs and purchase of equipment and supplies.
- Assists with events, program and exhibitions as required. (e.g. Literacy Fair, Heritage Fair)

Qualifications:

- Completion of grade 12 supplemented by a diploma program in administration and or accounting.
- Minimum of 5 years work experience and expertise in financial management, preferably in a non-profit organization and considerable supervisory experience.
- Excellent knowledge of and experience in bookkeeping/accounting procedures, especially in a non-profit environment.
- Excellent knowledge of Word, Excel and SAGE accounting software. Knowledge of other software systems is an asset. Knowledge of retail and POS systems.
- Excellent administrative, organizational, time-management and multi-tasking skills.
- Excellent mathematical and verbal and written communication skills.
- Ability to develop and implement new methods, policies and procedures.
- Ability to independently prepare correspondence, reports and related documentation.
- Ability to establish and maintain effective working relationships and be a team player.
- Proven ability to problem-solve and be pro-active.
- Must have a valid BC driver's licence and the ability to pass credit and criminal record checks.

Please submit your résumé by 5pm on Friday, May 27, 2016 to:

Laura Schneider
Executive Director
The Reach Gallery Museum Abbotsford
32388 Veterans Way
Abbotsford, BC V2T 0B3
lschneider@thereach.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.