



## DESCRIPTION DE POSTE / JOB DESCRIPTION

**POSTE / POSITION:** Director of Administration  
**SERVICE :** Administration  
**Date :** November 2024

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### **Summary:**

Reporting to the General Secretary, the Director of Administration, along with the General Secretary and Assistant General Secretary, is a member of the Senior Management Team within the Conference. The incumbent oversees the application of and respect for policies relating to business, administrative and operational activities relating to the Conference's programs and services, including planning, organizing, controlling and evaluating. The scope of activity includes finance, human resources, operations, administrative support, building maintenance, strategic planning and implementation, budgeting and budget monitoring responsibilities, budget reporting, and solutions-driven recommendations to the General Secretary.

The Director of Administration is also responsible for the development of management, administrative and operational policies and procedures and is a key resource to all members and staff of the Canadian Conference of Catholic Bishops/CONCACAN Inc. in matters relating to these areas.

### **Responsibilities:**

1. Initiates the financial planning process over the medium to longer term on behalf of the Conference and makes recommendations on financial commitments that are in the best interests of the Conference.
2. Provides appropriate level and quality of services in areas of:
  - Accounting and financial management (budgets, expenditures, fund management, investments, financial reporting and payroll); specific responsibilities include budget preparation and advice, signing (approval) for specified budgetary expenditures, direct management of the business function, evaluation of outside Investment Manager's performance and overseeing of the portfolio transactions and content in reference to the investment policy.
  - Human resources management (recruitment, compensation systems, training and development, performance management, pension plan, collective agreement negotiation, insurance benefits); specific responsibilities include staff management and provision of advice to the General Secretary and the Assistant General Secretary regarding management and professional staff; and physical resources management (IT services, communications systems, printing and purchasing); specific responsibilities include management of space, negotiation of leases and general insurance coverage, and management of premises and office layout for the Conference.
3. Ensures staff management in specific services: Accounting and Financing, Human Resources, Administration and Building Management.
4. Develops management, administrative and operational policies and procedures.
5. Chairs the Job Evaluation Committee.
6. Is a member of *ad hoc* committees as needed for administrative and financial issues
7. Is the Pension Administrator for the CONCACAN INC. Employees' Pension Plan. Is also a member of the Pension Advisory Committee and acts as Executive Secretary for the Committee.

8. Ensures CONCACAN INC. Employees' Pension Plan obligations with regards to government regulations are met.
9. Collaborates with the Conference's Co-Treasurers to ensure the control of the Conference's investments and to implement and monitor an investment policy overseeing performance compared to benchmarks. Report quarterly to the General Secretary performance results and recommendations to maximize results.
10. In collaboration with the Co-Treasurers, prepares the required documents with regard to the audited financial statements and annual budgets for presentation to the Executive Committee, Permanent Council and Plenary Assembly. Review and provide a response to the Auditors Annual Management Letter or any findings reported by the Auditor.
11. In collaboration with the Assistant General Secretary, ensures the maintenance of minutes and corporate documents of CONCACAN Inc., their conservation and dissemination to appropriate authorities.
12. As required and within the duties of this position, acts as Conference representative with outside professionals: external auditors, actuaries, insurance brokers, real estate agents, lawyers, contractors, bankers, information technology services, investment services, etc.
13. In collaboration with the Health and Safety Committee, ensures the health and safety of the CCCB personnel and visitors.
14. Negotiates and approves contracts in the areas of publications, annual Plenary Assembly, hotels, building renovations and repair, equipment leases, service contracts. etc.
15. Has signing authority to legally bind the Corporation.
16. Takes action to emergencies related to the premises (burglary, flood, fire, HVAC, etc.) or any other emergency response required or assigned, (IT, Financial, HR, Legal liability).
17. Provides general advice, direction and support to management and staff regarding the management, administrative and operational areas of the Conference.
18. Performs other related duties as required.

## **QUALIFICATIONS**

- University diploma in business administration with accounting or administration major;
- Several years of experience in financial services (financial planning, investments, etc.);
- Professional accounting designation (CPA, CA, CMA, CGA);
- Minimum of 10 years of experience in a related field, including staff management;
- Excellent knowledge of computers (accounting systems, Excel, Word, Powerpoint, etc.);
- Demonstrated ability to work in both official languages;
- Strong communication skills, both oral and written;
- Experienced results-oriented leader;
- Ability to help people grow with the organization;
- Proven capacity for strengthening financial outcomes (short term and long term).