



## **Business Services Manager**

The Welland Public Library is seeking a Business Services Manager. Under the general direction of the Chief Executive Officer, the Business Services Manager is responsible for overseeing processes related to the general business of the Library. Responsibilities include review of financial accounts/reports, income tax receipting, bequest management, payroll submission, and the monitoring of employee attendance and entitlements. The incumbent also supports Human Resources functions by overseeing internal recruitment processes, staff training, onboarding of new employees, assisting with labour relations issues, and administration of the Library's pensions and benefits plans.

This role monitors and enforces legislative compliance and provides confidential administrative and policy development support to the Chief Executive Officer, Board and Management Team. The position also monitors and coordinates facilities maintenance, directs outside contractors/vendors, and manages day-to-day procurement functions.

### **Position Requirements:**

- Successful completion of a 4-year undergraduate degree in Business Administration or Labour Studies.
- Minimum of 3-5 years of applicable experience in progressively responsible supervisory/management roles is required.
- CPA designation, Human Resources designation, and/or Health & Safety designation is considered an asset.
- Management experience in a unionized setting preferred.
- Excellent verbal, listening, and written communication skills.
- Working knowledge of applicable legislation and financial standards (e.g.: ESA, CPSA, PSAB, etc...).
- Meticulous attention to detail and accuracy.
- Commitment to a strategic orientation and continuous learning.
- Demonstrated proficiency in utilizing financial software (e.g.: Diamond), payroll/scheduling software (e.g.: Avanti, Peoplewhere), and various office software programs (e.g.: Office 365).
- Demonstrated computer competencies including familiarity with various systems.
- Ability to establish and maintain harmonious relations with the staff and public.
- Ability to analyze complex problems and resolve issues in an effective manner; ability to use sound judgement.
- Ability to plan, organize time efficiently, and achieve results to meet deadlines.
- Requirement for shift work, including evenings and weekends.
- Access to reliable transportation.

The rate of pay for this position is \$44.67/hour (under review). The Welland Public Library also offers a comprehensive benefit package and enrolment in the OMERS pension plan.

Qualified applicants are encouraged to submit a current resume clearly marked “**Business Services Manager– WPL**” via email to [recruitment@welland.ca](mailto:recruitment@welland.ca)

**Posting closes at 4:00pm on Friday, May 27<sup>th</sup>, 2022.**

The Welland Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The Welland Public Library is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.