

Job Posting: Office Manager (Full-time, Permanent)



You're at home here.

Tofino Co-op is seeking an Office Manager to lead our Administration team in Tofino, BC.

As Office Manager at Tofino Co-op, reporting to the General Manager, you will oversee the Office Clerks and manage accounting and administrative operations across all Tofino Co-op locations. Key responsibilities include cash flow tracking, account reconciliation, membership management, Accounts Receivable/Payable oversight, and preparation of monthly statements. Additional duties include transaction audits, record-keeping for donations and collections, and preparing Board meeting documentation. Success in this role requires strong attention to detail, excellent communication, and knowledge of Tofino Co-op's policies and operations.

Duties & Responsibilities:

Policy Review and Leadership

- Ensure the integrity and credibility of the Association's finances by overseeing all aspects, including budget preparation, financial forecasting, and conducting in-depth financial analyses to provide strategic guidance for leadership.
- Stay informed about financial trends and best practices, collaborating with FCL and other Local Co-ops, as necessary, to ensure administrative policies and programs align with Tofino Co-op's needs & goals.
- Foster working relationships within the leadership team, contributing to strategic planning initiatives and supporting managers in processing invoices and transfers accurately.

Financial Management

- Oversee cash flow management, invoice keying & flagging, journal entry processing, reconciliation & keying of daily sales reports (including those from the Food Store, Hardware Store, Gas Bar, TLC, Administration, lottery, BRIC, and propane) and ensure effective Internal Controls are in place.
- Ensure accurate and up-to-date record-keeping and keying of bank and credit card statements, supplier account reconciliations and period end inventory documents for lottery.
- Reconcile and maintain detailed record-keeping spreadsheets for a variety of accounts (bank cards, gift cards, required general ledger accounts, property rental income, etc.)
- Supervise and maintain stringent internal controls for accounts payable, accounts receivable, and ATM transactions.

Membership and Donations Management

- Process membership transfers and equity withdrawals for qualifying members (e.g., age 65+ or relocation).
- Accurately record and maintain documentation related to donations and Tribal Parks collections.

Reporting and Communication

- Compile and prepare monthly financial statements and supporting documentation for Board of Directors' meetings, including reports on equity withdrawals, Visa reconciliations, cash flow, and monthly accounts receivable.
- Manage email correspondence and incoming mail for administrative accounts while resolving accounting-related inquiries with professionalism and strict adherence to confidentiality protocols.
- Facilitate communication and collaboration with the General Manager, Retail Accounting Staff, and other stakeholders.

Supervision of Staff

- Provide leadership, training and supervision for Office Clerks to ensure operational efficiency and staff development.

=====*Join Our Team!*=====

Qualifications:

- Post-secondary education in Business Administration, Finance, Accounting or related field is required
- Chartered Professional Accountant (CPA) designation, related certification or equivalent experience is preferred
- 1-2 years of management or leadership experience
- Working knowledge of Microsoft Office, specifically excel, is required
- Excellent customer service skills
- Strong interpersonal and communication skills

Working Conditions:

- Flexible - must be willing to work a variety of hours, including weekends and holidays based on the business needs

Physical Requirements:

- Constant standing and walking throughout shift for up to 8 hours
- Physically demanding; frequent lifting and carrying up to 50 lbs
- Kneeling, pushing, pulling, lifting
- Occasional ascending or descending stairs

What Tofino Co-op Offers:

- Salary between \$60,000.00 and \$85,000.00 dependent upon qualifications & experience level
- Staff housing available
- Full Benefits Plan including Extended Health Care, Dental, Travel, Life Insurance, Short-Term & Long-Term Disability Insurance, Health and Wellness Benefits
- Employer Matched Pension Plan after one year's full-time employment (7.5% Matched)
- Employee Family Assistance Program
- Competitive wages paid bi-weekly
- Bonus & Incentive Plan
- Tuition Assistance

If you would like to be a part of our team, please contact Ali at hr@tofino.crs with your resume & cover letter, or call 250-725-2748 for more information.

==== *Join Our Team!* ====