

Career Opportunity

Office Manager. Full-time Permanent Position

The College of Physiotherapists of Ontario regulates physiotherapists and exists to protect and serve the public interest. The College protects the rights of patients to safe, competent and ethical care by ensuring physiotherapists maintain professional standards of practice and are held accountable for their conduct and practice.

The College of Physiotherapists of Ontario is currently seeking a professional, self-starter candidate for the **Office Manager** role, who achieves significant results; strong collaboration and high accountability standards required.

Position Overview

The Office Manager reports to the Director of Corporate Services and is responsible for preparing reports on all matters concerning the College's finances, as well as maintaining compliance with accounting standards, internal financial controls and procedures. Responsible for the overall organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness, efficiency, and safety.

The Office Manager provides oversight to day to day operations of the Accounting and Corporate Services administration staff.

This position participates in College-wide activities that contribute to the organizational mandate and a healthful working environment.

Key Accountabilities

Financial Support

- Assists in the development of the annual College budget.
- Prepares all financial statements/reports for internal and external users for review by Director, Corporate Services.
- Ensures maintenance of and adherence to appropriate financial controls.
- Responsible for maintenance of profit and loss statements, balance sheets, fixed asset ledger, and variance reporting.
- Works with auditors and external legal advisors to ensure accuracy and reliability of annual financial reports.
- Manages requests for materials and equipment from senior staff conducting needs and solutions analysis and obtaining appropriate approvals.
- Provides secretariat support to the Finance Committee.
- Prepares reports, including contributing to dashboard measures, to Finance Committee, Executive Committee, and Council.

Operations Management

- Ensures office efficiency by confirming availability of equipment and supplies, researching maintenance, replacement or improvement options and proposing solutions.
- Supervises the Meeting and Events Associate to oversee catering and physical plant support for meetings.

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- Manages maintenance and acquisition of equipment and software related to physical plant functionality, such as the photocopiers, the VoIP phone system and Click Share.
- Acts as the subject matter expert for programming and using such equipment.
- Liaises with Building Management to ensure overall maintenance of the physical space, including scheduling for security door access or closures.
- Working with HR & Records Management Specialist, ensures setup of physical space and IT for new employees.
- Participates in the Health and Safety Committee, as required.

Human Resources Management

- Working with the Director of Corporate Services:
 - Recruits, interviews and selects appropriate staff and external consultants.
 - Oversees the performance management process for direct reports, which includes monitoring staff performance, providing training opportunities and conducting an annual performance review.
 - Provides guidance or instruction to staff on non-complex or routine matters.

College Support

- Provides support to College-wide functions as required (for example, providing administrative support to other College teams as necessary, backup assistance for meeting room setup, participating in cross-departmental projects or team building activities).

Education, Experience, and Qualifications

Education

- Post-secondary degree in Accounting, Business, Finance or related field, or equivalent combination of education and experience including office management.

Experience

- 3 to 5 years' experience in office management and bookkeeping.
- Demonstrated supervisory experience and ability to communicate performance expectations.

Specialized Knowledge

- Knowledge and application of accounting skills and best practices.
- Strong knowledge of QuickBooks.
- High degree of proficiency with Microsoft Office Suite.

Competencies and Attributes

- Developed analytical skills and attention to detail.
- Excellent oral, written and interpersonal communication skills.
- Highly customer service oriented.
- Strong leadership and decision-making skills.
- Ability to prioritize and manage conflicting demands.
- Demonstrated organizational and problem solving skills.
- Ability to work effectively both independently and within a team environment.

Terms and Working Conditions

- This role is a full-time permanent position.
- Salary is commensurate with years of experience and qualifications.
- Frequently exposed to a regular flow of people around the office.

Benefits

The College provides employees with a comprehensive group benefits plan, are registered in the RRSP program where the College makes a monthly contribution on their behalf, and have many paid opportunities for continuous learning and professional development.

To apply, please forward your résumé and cover letter including salary expectations and highlighting related experience to hr@collegept.org no later than April 27, 2018. Please quote **Office Manager** in the subject line.

We thank all applicants for their interest. However, only candidates selected for an interview will be contacted and invited to participate in the process of recruitment.

No phone calls or agencies, please.

In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act (AODA) & the College's Recruitment & Selection Policy for Staff, a request for accommodation will be considered throughout the recruitment and hiring process.

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