



ASSOCIATION OF EMPLOYEES SUPPORTING EDUCATION SERVICES

103-900 Harrow Street East • Winnipeg, MB R3M 3Y7

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POSITION VACANCY

Applications are invited for the full-time position of **Office Administrator** for the Association of Employees Supporting Education Services (AESES), bargaining agent for more than 3,000 employees of the University of Manitoba, The University of Winnipeg, and St. Andrew's College.

Letters of applications, accompanied by a current resume, may be submitted to the AESES Business Office; c/o Lisa McKendry; 103-900 Harrow Street East; Winnipeg, MB; R3M 3Y7 by **Friday, March 13, 2020**. Applications may also be submitted by email to lmckendry@aeses.ca.

Position:	Office Administrator
Salary (Annual):	\$55,000.00 - \$75,000.00
Proposed Start Date:	April 6, 2020
Hours of Work:	8:30 a.m. – 4:30 p.m., Monday to Friday
Probation/Trial Period:	840 hours worked
Location:	AESES Business Office, 103-900 Harrow Street East

RESPONSIBILITIES:

Office Administration – Working with the Executive Director, is responsible for overseeing the day-to-day administrative operations of the AESES business office.

- Ensures that all financial and administrative functions of the Association are being completed in a timely, accurate and efficient manner.
- Monitors workflows and functions of the Association business office and makes recommendations for changes in policies and/or procedures in order to improve work quality and performance of office staff.
- Provides training and guidance to office staff in the administrative operations of the Association. Provides input to the Executive Director on the performance of office staff, advising on areas of concern as they occur.
- Responsible for ensuring that all office equipment is in good working order, and that appropriate arrangements are made for repairs when needed.
- Assists in maintaining computer operations and software applications. Troubleshoots basic software and hardware problems. Determines when to consult with outside technical assistance and retains services for repairs.
- Answers general inquiries from suppliers, public, and University departments relating to Association practices and procedures.

- In the absence of the Executive Director, is responsible for the administrative operations of the Association including supervision of the Office Assistant and Communications Officer.

Financial Management – Management of the financial activities of the Association, specifically:

- Prepares the draft annual budget (approximately \$1.3M) with the Executive Director prior to final review by the Finance Committee and, ultimately, approval of the Board of Representatives.
- Prepares monthly and quarterly financial reports for the Association.
- Processes accounts payables and receivables. Creates invoices and statements and is responsible for general ledger processes, journal entries, etc.
- Monitors budget lines, advising the Executive Director of issues and areas of concern. Recommends solutions to rectify the situation.
- Processes staff payroll, managing benefits and RRSP accounts and payments; prepares T4 slips. Calculates payroll changes for annual step increases and general salary increases.
- Determines amounts payable to Association volunteers under the Remuneration Policy for Executive Council approval.
- Assists the Executive Director and Treasurer in making investment decisions for the Association. Works with the investment advisors in implementing those decisions.
- Prepares for the annual audit, including scheduling the audit date(s) and managing all year-end materials and summaries, and responding to inquiries made by the accountant(s).
- Makes recommendations to the Executive Director for purchases of furniture, equipment, software, etc. Obtains quotes for decision making purposes.

Records Management – Maintains and updates the records of the all bargaining units (UM, UW, and SAC) requiring an advanced knowledge of Microsoft Word, Excel, and UnionWare including:

- Responsible for updating, maintaining, designing, and troubleshooting the Association database. Works with the vendor for database issues that cannot be resolved locally.
- Determines and implements processes/controls necessary to ensure the accuracy of membership information contained in the database.
- Creates and designs searches and reports as required.
- Processes the Universities' employee data, entering new, returning, and terminated employees and preparing new employee letters.
- Traces discrepancies with the Universities and ensures correction of errors.
- Notifies Board Representatives of new employees in their district.
- Processes UM and UW "Position Results", updating Association records.
- Responsible for computer entries of member information.
- Maintain and update the records of present committee members on Committee File.
- At the request of the Executive Director, Labour Relations Officer and/or Member Services Officer, performs research projects required for bargaining by collecting and collating data from the Association database.

Association Activities:

- Responsible for processing nominations for all elections including notifying elected members. Ensures that all committee appointments, including to the Board of Representatives and Executive Council, are accurately captured in the membership database.
- Responsible for organizing materials to be presented to the Board for consideration of Honourary Life Memberships and/or Dedicated Service Awards.
- Responsible for ensuring appropriate offices are informed of changes to Association officials.
- Responsible for ensuring copies of ratified Collective Agreements are filed with the Manitoba Labour Board.

QUALIFICATIONS:

Formal Education and Designations:

- University degree in a related field, preferably Business Administration, is required.
- Formal training in accounting, required through either a college certificate program or a minimum of second level in a recognized accounting program, is preferred.

Experience:

- 5 years of directly related administrative and supervisory experience.
- An acceptable equivalent combination of education and experience may be considered.

Skills, Knowledge, Abilities:

- Exceptional organizational skills, ability to coordinate multiple projects within tight timelines.
- Demonstrated competence with financial systems and spreadsheets is required.
- Excellent computer skills and the ability to learn and use software programs, including data management systems (e.g., UnionWare).
- Must possess tact and diplomacy and be able to maintain strict confidentiality.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to make sound independent decisions and judgments.