

### University of Western Ontario Faculty Association (UWOFA)

**Reports To:** UWOFA President

**Rate of Pay:** \$102,280.00 annually with benefits, prorated to actual hours worked. This position is considered reduced full time, requiring approximately 25 hours per week. Potential for hours to increase in the future dependant on UWOFA's needs.

#### **A. OVERALL PURPOSE OF THE JOB:**

Reporting to the President, the Finance and Office Manager ("Manager") is the designate of UWOFA's elected Board of Directors who is charged with fostering a respectful, effective and collegial work environment compliant with all laws, accountabilities, and standards. As the direct supervisor of UWOFA's unionized staff, the Manager is responsible for all human resources functions of UWOFA including recruitment and selection, compensation and benefits, HR planning, performance management, training and development, health and safety, employee and labour relations, and HR compliance. The Manager also manages UWOFA's finances from budgetary planning to overseeing and approving discrete financial claims. The Manager ensures efficient, consistent and strong systems are in place to support UWOFA operations.

The Manager will be part of a dynamic team who will work collaboratively to deliver the services required to meet UWOFA's mandate and assist in related advocacy initiatives. The Manager will be an engaged and proactive leader, committed to advancing the professional interests of faculty and academic librarians and archivists.

#### **B. SPECIFIC ACCOUNTABILITIES OF THE JOB:**

- Work closely with the President, Treasurer, and Executive Board to ensure the smooth running of an organization grounded in service to a diverse membership.
- Manage the UWOFA office to execute UWOFA's vision and advance the rights of faculty and librarian and archivists.
- Carry out all financial processes and ensure appropriate reporting, compliance and accountabilities including leading the annual budget and audit processes.
- Lead and manage a team of unionized staff, in a fast-paced collaborative and self-directed working environment.
- Participate in collective bargaining as part of the management team for CUPE Local 2361.2.
- Coordinate efforts to increase operational efficiencies between office staff, Executive, Board, and faculty and librarian and archivist Members.
- Ensure that the President is fully briefed on operational activities, organizational priorities, and any organizational problems and opportunities that might arise.

#### **C. REQUIRED KNOWLEDGE, EXPERIENCE, SKILL AND EFFORT**

##### **KNOWLEDGE**

- A university degree in Accounting, Business Administration, Human Resource Management, Labour and Employment Relations or related discipline.
- Formal education or three (3) years of equivalent work experience related to progressive HR management and leadership of a team of staff of comparable size.
- Formal education or three (3) years of equivalent work experience related to bookkeeping and accounting.
- Experience developing, implementing, and monitoring operational plans that build on an organization's mission and values.
- Experience performing accounting activities including but not limited to accounts payable, accounts receivable, entering transactions into accounting software, managing investment, credit card and bank accounts, etc.
- Experience implementing and monitoring operational budgets, including financial planning, management, and reporting.
- Knowledge of the postsecondary education sector and university structures and operations considered an asset.
- Knowledge and experience with unionized workplace settings considered an asset.
- Knowledge of and experience working with or reporting to an elected leadership or Board of Directors including a thorough understanding of non-profit funding, operations, and governance best practices considered an asset.

### SKILL

- The ability to work as a functional, hands-on leader to complete transactional and strategic human resources and internal financial operations on a daily basis.
- Exceptional communication abilities including superior listening, interpersonal, written and verbal skills.
- Capacity to build and maintain positive and collaborative relationships across diverse stakeholders.
- Professional business acumen and high emotional intelligence required to manage employee and labour relations matters with staff and navigate conversations with bargaining unit members.
- Solid analytical, problem solving, and strategic thinking skills and acute attention to detail.
- Strong organizational skills, including the ability to plan and oversee the work of a diverse team and effectively manage a variety of projects using appropriate project management methodologies, as required.
- Solid time management and facilitation skills with the flexibility to effectively prioritize and adapt.
- Strong understanding of financial management including accounting and bookkeeping principles as well as related software.
- Ability to develop effective systems to ensure that human resources, financial and administrative procedures are known, adhered to, understood and accessible across all UWOFA functions.
- Well-developed record-keeping skills with an emphasis on timely, relevant filings, and ability to deal with highly confidential and sensitive human resource and financial information.
- High degree of proficiency with relevant office and project management software.
- Ability to operate with a high degree of discretion.
- Ability to identify needs and opportunities and generate and implement viable solutions.

### EFFORT

- Managing a small, unionized team (approximately five staff).
- Being responsible for Occupational Health & Safety.
- Completing confidential payroll, benefit, and staff changes with counterparts in the HR office of Western University in a deadline driven environment.
- Advising on strategic initiatives for general operations, human resources and financial management and creating and managing implementation plans including personnel management policies.
- Administering the CUPE 2361.2 Collective Agreement, including authorizing leave and overtime entitlements and requests, managing accommodations, carrying out staff reviews, handling grievances and negotiating new agreements through collective bargaining.
- Maintaining confidential personnel files.
- Providing effective and timely communications to the President to ensure that they are fully briefed on operational activities, organizational priorities, and any organization or sector problems that might arise.
- Ensuring compliance with UWOFA's bylaws and policies across all UWOFA functions.

### D. WORKING CONDITIONS

The Manager will normally work between 8:30 am and 4:30 pm, Monday to Friday. Some flexibility in hours may be required, including occasional evening and/or weekend work. The successful incumbent will normally be required to work on site in normal office conditions. Mobility to move around a university campus is required from time to time.

### E. ENVIRONMENT:

The University of Western Ontario Faculty Association (UWOFA) is a certified union representing about 1,650 faculty members and 50 librarians and archivists at the University of Western Ontario. UWOFA negotiates collective agreements, advises members on employment matters, handles workplace disputes and grievances, and engages in advocacy to advance the professional interests of faculty and academic librarians and archivists.

The UWOFA office is currently staffed with a capable and dedicated team of four employees: the Operations Officer, the Communications and Engagement Officer, and two Member Services Officers.

Learn more about [UWOFA](#)

## **JOB DESCRIPTION: Finance and Office Manager**

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### **HOW TO APPLY**

Qualified candidates, please submit a covering letter (including salary expectations) and a resume to: [recruiting@ladderhr.ca](mailto:recruiting@ladderhr.ca). Due to the volume of applications received, only those selected for an interview will be contacted.

### **DIVERSITY, INCLUSION, EQUITY AND ACCOMMODATIONS**

UWOFA supports an inclusive safe working environment and welcomes and encourages applications from all people. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please contact [recruiting@ladderhr.ca](mailto:recruiting@ladderhr.ca) for specific accommodation requests.