



## **Director, Corporate Services Salary Range: \$68,500 - \$79,000 annually**

The Niagara-on-the-Lake Chamber of Commerce and Tourism Niagara-on-the-Lake are two pivotal organizations dedicated to fostering business success and promoting tourism in Niagara-on-the-Lake and the Niagara Region. Both organizations are committed to ensuring Niagara-on-the-Lake remains a premier destination for visitors worldwide and a vibrant community for business and residents.

### **Position Overview:**

As the Director of Corporate Services, you will play a leadership role in overseeing and optimizing the operational functions that support the organization's infrastructure and administrative processes. This strategic leadership position requires a seasoned professional who can blend strong managerial acumen with a deep understanding of corporate governance and service delivery.

### **Responsibilities:**

#### Administration

- Manage administrative operations for the office, ensuring the smooth functioning of daily activities
- Act as Corporate Secretary for the Board of Directors, organizing board meetings, maintaining minutes, and ensuring compliance with by-laws.
- Organize the Annual General Meeting (AGM) in accordance with the respective by-laws, ensuring all legal and procedural requirements are met
- Ensure operation of equipment, calling for repairs when needed, maintaining equipment inventories, and evaluating new equipment and technology
- Build and maintain strong relationships with external vendors, contractors, and stakeholders to ensure quality service delivery and cost-effective partnerships.
- Maintain inventory of office supplies; anticipating future needs; placing and expediting orders and verifying receipts
- Support the Executive Director, including organizing and scheduling appointments and meetings
- Book travel arrangements for the Executive Director and senior managers
- Receive, sort, and distribute the mail

#### Human Resources

- Ensure the accurate set-up and maintenance of payroll & benefit costs for all employees
- Administer the benefits program and coordinate annual review of benefit costs and premiums
- Accurately maintain and track all staff vacation, lieu time and sick days

#### Finance

- Ensure that all financial transactions, statements, and reports are prepared in accordance with generally accepted accounting principles using QuickBooks Online
- Process accounts payable and accounts receivable activities
- Reconcile expense reports
- Work closely with the Executive Director on budget preparation and monitoring financial performance against budgets

- Compile month-end financial reports, including P/L, Bank Reconciliation, Balance Sheet, Trial Balance, Account Receivable, Accounts Payable, and Interest Calculations
- Ensure timely submission of government reports, including monthly HST remittances, annual Record of Public Sector Salary Disclosures, and Annual Submission of T1044.
- Ensure procurement rules for expenditures are properly followed and documented
- Manage the banking relationship and reconcile credit card expenses

**What we are looking for:**

- The ideal candidate will have completed post-secondary education in a relevant field or possess equivalent related experience
- Comprehensive understanding of not-for-profit organizations and the financial requirements therein
- Strong proficiency and aptitude with respect to technology, including Quickbooks Online
- Well-honed inter-personal skills with exceptional leadership, communication, critical thinking and analytical proficiency
- Demonstrated ability to work well within a team
- Demonstrated success in process improvement initiatives and driving organizational change

**What We Offer:**

- A dynamic, supportive work environment
- A chance to play a significant role in the success of the Niagara-on-the-Lake Chamber of Commerce and Tourism Niagara-on-the-Lake
- Competitive salary and benefits package.
- On-site parking

Interested candidates are invited to submit a resume and cover letter outlining how their skills and experience that meet the qualifications of the position to [careers@niagaraonthelake.com](mailto:careers@niagaraonthelake.com)

Closing date: Friday, July 26, 2024 by 4pm