

Corporate Services Manager

The Port Hope Community Health Centre is a non-profit, community-governed organization that provides primary health care, health promotion and community development services using multi-disciplinary teams of health providers.

The Port Hope Community Health Centre has an opening for the position of **Corporate Services Manager**. Reporting to the Executive Director, the Corporate Services Manager is responsible for;

Finance:

- Monitor the CHC's financial expenditures, prepare quarterly budget reports and other financial reports as needed
- Identify, negotiate and recommend on funding contracts and other financial arrangements
- Ensure that the CHC's financial responsibilities are carried out; e.g. taxation, and benefits and other payroll liabilities
- Prepare financial information for annual audit

Administration:

- Ensure that all health service assets, including building, and equipment, are adequately maintained
- Manage the development of policies and procedures related to the general operation of the CHC
- Develop and maintain an asset register and asset management system
- Understand all operational and office systems and ensure they are followed
- Prepare and negotiate appropriate contracts with private, public and corporate vendors

Human Resources:

- Oversee and assist with human resource planning and recruitment

Qualifications:

- Graduated from an accredited four-year college or university with a degree in business administration, accounting, finance, or other closely related field
- Minimum of 5 - 7 years of management experience
- Knowledge of principles of accounting, budget and financial control systems
- Familiar with OHRS (Ontario Healthcare Reporting Standards) financial reporting system
- Facilitation and mediation skills

Please submit cover letter and resume, stating salary expectations to Taryn Rennicks, Executive Assistant at trennicks@porthopechc.ca.

Please note, only candidates selected for an interview will be contacted.

No phone calls please.