



Kluane National Park Management Board

JOB DESCRIPTION – OFFICE MANAGER

Application Deadline: April 30, 2024

Location- Haines Junction, Yukon

OVERVIEW

The primary function of the Office Manager is to provide administrative, financial and operational support to the Board. This involves preparing monthly meeting materials, all financial submissions (using Sage and Excel); coordinating with attendees; organising and attending public functions; and maintaining the office equipment and environment. As the liaison between the Board and the public, as well as government funding agencies, this person is responsible to maintain public access to the Board. This position is a minimum of 20 hours per month, and may vary as required. Evening work is required, as well as some weekends.

ADMINISTRATIVE DUTIES:

Daily

- Maintain files, keeping current active files available and inactive files stored for reference.
- Pick up mail daily.
- Alert Board members to new material received.
- Check and respond (when appropriate) to email, mail and telephone messages. Log incoming/outgoing mail and email to inform the Board of all incoming requests, correspondence and reports.
- Ensure outgoing correspondence approved by Board Chair.
- Maintain all financial information in an electronic format, and hard copy.
- Ensure office is clean and tidy and supplies well stocked.
- Coordinate snow removal with other building tenant.
- Maintain electronic back-ups of emails and digital files.
- Draft Board correspondence, seeking approval from Chair prior to distribution.
- Maintain website and Facebook page and update as needed with events, meeting dates and approved minutes.
- Coordinate meetings with public, governments, agencies, etc as necessary.

Monthly

- Coordinate regular meetings for the Board, and others as requested or needed.
- Prepare Board meeting packages prior to monthly meeting, coordinating agenda with the Chair, and providing Minutes, Action Log, and financials.
- Prepare monthly financial statements for Board review using Sage Accounting software and Excel spreadsheets.
 - maintaining annual budget
 - reconciling bank account
 - processing monthly financial documents for review ie. Income Statement, Balance Sheet, List of transactions.
 - ensuring all funding is received and accounted for.
- Prepare accounts payables
 - recording all transactions

- verifying invoices
- preparing cheques for signatures
- obtaining signatures for payments

- Prepare and submit quarterly reports and funding requests to Parks Canada
- Maintain all bank accounts, cheque books, electronic banking, Petty Cash and Visa
- Comply with the Co-Operation Agreement and KPMB policies in the expenditure of Board funds.
- Pay accounts payable (bills) in a timely manner to avoid fees.
- Prepare remuneration to Board members for time carrying out Board business and travel costs.
- Make Board member travel arrangements for meeting and conferences out of the community.

Annually

- Maintain and track the expiration and renewal of the Co-Operation Agreement with Parks Canada
- Prepare and maintain Annual Budgets and Year End financial reports for Board approval and submission to Parks Canada
- Maintain and track any other agreements made with KNPMB, taking actions necessary to fulfill these agreements.
- Coordinate and plan annual open house style and other meetings.
- Arrange and maintain office space lease.
- Renew Insurance for Board (Commercial tenant insurance and Board and Officer Insurance).
- Organize relevant Board member training, as well as Office Manager training.

MEETING OPERATIONS

Before monthly scheduled meetings:

- Confirm attendance of meeting participants to ensure quorum.
- Prepare and distribute agendas, draft minutes and materials relevant to the agenda.
- Research materials and present information as requested by the Board for discussion at the meetings.
- Schedule guests speakers or delegations as requested by the Board.
- Set up refreshments as available.
- Prepare a Board package and distribute by email to each Board member.
 - Include relevant correspondence, emails, and reports.
 - Prepare Secretariat report that details any other pertinent information.
 - Provide calendar of events updates in packages.
 - Provide financial summaries monthly.

During meetings:

- Prepare recording device, and record the meeting. Ensure digital files are retained.
- Ensure each member has meeting materials.
- Offer input to the Board at meetings when appropriate
- Present reports on finances and Secretariat activities.
- Present any new materials, correspondence or communication, indicating which require Board attention or response.

After Meetings

- Flag any action items and carry out or track each item with Board members responsible.
- Draft meeting minutes for distribution prior to the next meeting.
- Assist with drafting resolutions.

- Maintain confidentiality around “in-camera” discussion or confidential information as brought to the attention of the Board.

COMMUNICATION/LIAISON

This requires personal communication with Board members. Make certain that every Board member receives communications and information. Board members are required to provide contact information and specify preferred communication methods to the Administrative Assistant.

- Maintain formal and informal ties with Champagne Aishihik First Nations and Kluane First Nation, Kluane National Park and Reserve, and Parks Canada, keeping a liaison position rather than a “spokesperson” position.
- Maintain ties with other UFA Boards as necessary.
- Direct the public to the appropriate agency, person, or Board meeting to respond to concerns or requests according to KNPMB policy.
- Respond to requests and inquiries, and relaying Board information or requests, when approved by the Board.
- Assist Board members to obtain materials or research information, in drafting correspondence or other request required by the Board to make decisions, and to carry out the Boards activities and mandate.
- Prepare pamphlets, booklets, and publications of KNPMB information and projects, as well as newsletters that inform on a regular basis, as established by the Board.
- Prepare information about the activities of the KNPMB for public usage using local publications ie. The “Echo”, CAFN’s Dàkwäni , Burwash Landing “Buzz”.
- Prepare information and advertisements daily/ weekly/ monthly using social media ie. Facebook, web page, and other electronic presence as discussed and agreed to by the Board, remaining adaptable to future electronic presence.
- Coordinate an annual Open House, and other public meetings as requested by the Board.
- Keep up to date on local, regional, and national issues relevant to the Board mandate and maintain contact on issues and projects being reviewed by the Board.

RELATED DUTIES

- The Board may take on major projects that require duties beyond those described. These will be discussed with the Administrative Assistant as they occur, and a mutual agreement should be reached to cover those duties. The Board may contract for additional help if required.
- The Administrative Assistant may be asked to seek, apply for and monitor funding for projects
- Have a familiarity and respect for the Champagne and Aishihik First Nations and Kluane First Nation Final Agreements.
- Ensure confidentiality is respected, and ethics are protected at all times.