



Job Posting #2023-021
Internal/External Posting
Posting Date: March 28, 2023
Closing Date: April 11, 2023
Union: Exempt

Manager, Accounting and Operations

PERMANENT FULL TIME (40 Hours Per Week)

Klinik Community Health is a pro-choice community health center that provides a full range of health-related services from medical care to counselling and crisis services to wellness and education services. We have an exciting leadership opportunity for you to join our dynamic team as Mental Health and Crisis Services Director, where you will play an integral role in helping us realize our Vision of engaged and healthy communities in alignment with our core Values of social justice for all, person-centred care, that values diversity and relationships, and that is committed to advancing our work in Reconciliation, Decolonization and anti-oppression.

POSITION SUMMARY

Reporting to the Director of Finance, the Manager, Accounting and Operations is responsible for the day-to-day accounting and reporting and supporting the maintenance and operations of Klinik. The manager will function as a key part of the senior leadership team to advance Klinik's Vision, Mission and Strategic Plan in alignment with our Values. They will also participate in the development and implementation of the plans, policies, procedures and practices to ensure high quality service and organizational effectiveness.

The Manager, Accounting and Operations supervises the accounting and building team and provides support to the Director with budgeting, payroll, accounting and ensuring that the building is maintained.

As a member of the leadership team, the Manager, Accounting and Operations is responsible for working collaboratively with peers and promoting positive working relationships with other Klinik programs.

If you are interested in learning more about this exciting leadership opportunity, please review the [**full position profile here**](#). Note that an equivalent combination of education and experience may be considered. Applicants claiming equivalency are required to explain in their cover letter how their education and experience meet the required qualifications.

START DATE: Date of Hire

HOURS OF WORK: Monday to Friday, scheduling flexibility may be required including evening/weekend work, limited travel and periodic on-call

SALARY RANGE: Under Review



PLEASE EMAIL RESUME BY: April 11, 2023 to Erin Hudson at ehudson@klinik.mb.ca and reference Job Posting #2023-021 in your email subject line.

Klinik is committed to working towards having a more equitable and diverse work force at all levels of our organization. We welcome and encourage persons who reflect the diversity of the communities we serve to apply, including Indigenous, Black, Persons of Colour, 2SLGBTQ+ and/or with disabilities. Accommodations are available upon request during the assessment and selection process. Applicants are asked to please self-declare in their cover letter.

Thank you for your interest. Only candidates selected for an interview will be contacted.