

JOB POSTING
MANAGER, CORPORATE SERVICES
Closing Date: August 15, 2010

Be part of the management team in British Columbia's premier heritage tourism site! As Manager, Corporate Services for **Barkerville Historic Town**, you will provide strategic business and financial leadership, develop and maintain strong relationships with the site's merchants and contractors, plan and administer information technology platforms, and provide on-site Human Resource services.

The Wells/Barkerville/Bowron Lake area is renowned for its vibrant arts community and extensive outdoor recreation opportunities. The ideal candidate will have completed the 4th year of a professional accounting designation, hold a business administration degree or similar business leadership qualifications, thrive in a culturally exciting and outdoor recreation environment and have an appreciation and awareness of heritage conservation. For more information on the Wells/Barkerville/Bowron Lake Area explore this website and visit www.wellsbc.ca

Salary will be negotiated based on qualifications and experience.

Please send resumes to:
Judy Campbell, CEO
Barkerville Historic Town
judy.campbell@barkerville.ca

Box 19,
Barkerville, BC, V0K 1B0
Ph: 250.994.3302 ext. 23
Fx: 250.994.3435

Other Information

Barkerville Historic Town is a Provincial Heritage Property and a National Historic Site of Canada. It is managed on behalf of the Province by the Barkerville Heritage Trust, a non-profit charity. The Trust is in its 5th year of managing Barkerville. The Trust is a governance board and includes expertise from local government, heritage, tourism and educational agencies from across the province.

While the Trust receives significant funding from the Province, it also has an aggressive revenue development initiative which includes capital fundraising, investigating new sources of earned revenue, and grant writing.

**BARKERVILLE HERITAGE TRUST
JOB SUMMARY**

Job title: MANAGER, CORPORATE SERVICES

Status: This is a full time, year round position and is excluded from the BCGEU.

Orientation and Supervision: how the position fits into the company structure

- Position reports to the Chief Executive Officer
- Position operates independently under the general direction from the CEO
- May act as 2 i/c, in the absence of the CEO
- Provides operational leadership in support of managing Barkerville's resources – financial, information technology, staffing and assets according to the priorities established in the business plan
- Schedules and supervises Financial Clerk, Revenue Clerk (seasonal), and Reception/Admin Clerk
- Functions as a member of the Barkerville Heritage Trust Management Team
- Provides advice relating to the financial, administrative and business implications of operational issues
- Performs all duties with a heritage conservation focus to ensure the continued protection and conservation of Barkerville Heritage Town

Job duties: Main tasks or responsibilities: - core duties of the position

- Provides strategic financial leadership, including:
 - Establishing and maintaining effective financial policies, systems, controls and procedures
 - Approving journal vouchers, bank reconciliations and financial reports generated by financial staff
 - Providing the management team with advice and recommendations on options to address emerging financial pressures
 - Designing strategies for effective asset acquisition, valuation and management
 - Designing and approving financial statements to accurately convey the financial position of the Barkerville Heritage Trust
- Leads preparation and consolidation of the annual budget, including:
 - Analyzing historic trends and identifying future pressures
 - Coordinating with other managers to identify new financial requirements
 - Recommending budget priorities, operational synergies and investment opportunities
 - Preparing final budget submission for consideration by the Board
- Provides strategic business advice, including:
 - Preparing and consolidating the Strategic Plan, in consultation with the management team
 - Preparing business case and Return-on-Investment (ROI) analysis

- Recommending new business and for-profit opportunities to the management team
- Leads development of performance measures, risk management strategies and mitigation plans, including:
 - Establishing a framework for setting, measuring analyzing and reporting on strategic and operational performance measures
 - Preparing an annual risk management and risk mitigation plan
- Initiates dialogue and on-site communications with merchants, contractors and Friends of Barkerville including:
 - Developing and maintaining a strong working relationship with contractors and merchants for improved communications and mutual revenue enhancement
 - Researching options to resolve issues or concerns
 - Consulting with members of the Barkerville Management Team to identify pros and cons to proposed solutions and recommending solutions to the CEO
 - Conveying solutions and/or next steps to all interested parties
- Plans and administers Barkerville's information technology platform, including:
 - Purchasing and renewing computer hardware, software, networks, internet, intranet, electronic mail, databases and custom applications
 - Managing security and system backup to protect the integrity of electronic data
 - Providing onsite intermediate-level technical support for in-house applications
 - Managing contracted services for third-party technical support, as required
- Provides onsite Human Resource management expertise, including:
 - Providing guidance to section Managers with personnel matters such as hiring, firing, issues management, annual training plans, succession planning and job description reviews
 - Developing and implementing performance evaluation tools
 - Preparing annual training and succession plans
- Manages site labor relations, including:
 - Negotiating labor relations agreements
 - Responding to, and resolving grievances
 - Establishing a positive working relationship with BCGEU staff representatives and shop stewards

Other duties: Periodic or occasional tasks or responsibilities

- Provides expert contracting advice and oversees the site's contracting processes, including:

- Reviewing contract award processes, assessing risk and partnering with managers in strategies to improve contract process and results
- Advising on financial aspects of contract schedules
- Assists the external auditor as required, including
 - acting as first point of contact
 - gathering files and information, as requested
- Provides charitable financial information to support applications for grants

Qualifications: Requirements needed to perform the job

- Completion of 4th year of a professional accounting designation or business administration degree. Preference given to completion of a professional accounting designation (CA, CMA, CGA) or Masters in Business Administration
- Demonstrated knowledge of tourism industry, business, community and/or economic development preferred
- Excellent understanding of standard software applications – MSWord, MSEXel, QuickBooks and Access
- Experience in accounting operations, financial reporting and preparation of financial statements; previous management and supervisory experience preferred
- Demonstrated ability to work well in partnership with others
- Ability to analyze and synthesize data into useful information that identifies issues and solutions
- Outstanding Communications Skills

Working conditions: physical environment of the job, including on and off site

- May be required to wear an approved uniform or appropriate period costume in the performance of duties.
- Occasional travel, at times in adverse weather conditions