

## **JOB DESCRIPTION**

**TITLE:** General Manager, Feeder Associations of Alberta Ltd.

**REPORTS TO:** The GM reports to the Chairman of the Board of Directors

**SUPERVISES:** The GM supervises all the staff positions, specifically:

1. Livestock Indemnity Trust Administrator, 1 FTE
2. Advance Payment Program, 2-3 FTE
3. Bookkeeper and General Admin Support, 1-2 FTE

**OBJECTIVE:** the GM supports the Board of Directors in carrying out the FAA's mission through effective management of the various business operations of the FAA

### **MAJOR RESPONSIBILITIES:**

- Implement strategies and actions, identified by the Board, that support the mission statement
- Manage FAA's business relationship with local feeder associations and government partners
- Manage operations of the FAA business units including direction and supervision of staff
- Manage the financial operations including budgets, expenditures, multiple bank accounts, internal controls and reporting
- Identify, quantify and mitigate risks to the FAA businesses
- Analyze business opportunities
- Represent the Board at various industry and government events as required

### **REQUIRED SKILLS AND ABILITIES:**

- Interpersonal skills and leadership ability in a team work environment
- Effective oral and written communication skills
- Financial management expertise including management of multiple bank accounts, supervision of internal controls, budgeting and financial reporting;
- Well developed computer and communication technology skills
- An understanding of specific federal and provincial government regulations and protocols
- Keen interest in and knowledge of the livestock feeding sector in Alberta
- Ability to plan, organize and direct operations based on strategic direction
- Able to be bonded
- Post secondary training or equivalent experience

### **PERFORMANCE MEASURES:**

- Annual expenditures in line with the budget
- Team is performing so that programs are delivered on time with minimal errors

- Relationships with industry partners and local associations are considered to be excellent
- Financial audits completed on time and with minimal errors

April 21 ,2009