



JOB DESCRIPTION March 2024

JOB TITLE: Manager of Finance

Hours: Part-time, 45 hours per month

Reports to: Executive Director

Job Summary: Plans, directs and evaluates the provision of financial management and administration services to JBCP. Supervises part-time bookkeeper. The Manager ensures accountability and effective control of all JBCP assets.

Typical Job Duties:

- Develop and maintain timely and accurate financial statements and reports that are appropriate for Board use and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax
- Prepare all supporting information for the annual review and liaise with the Board's Executive/Finance Committee and the external accountants as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer and Executive/Finance Committee as appropriate
- Assist the Executive Director and the Board Treasurer with financial reporting as required at Board meetings and the Annual General Meetings

Payroll preparation and administration

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Oversee the management of employee insurance and benefits plans
- Oversee the processing and submission of statutory and benefits remittances on time
- Oversee the issue of annual T4s and T4As

Budget preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and Executive/Finance Committee
- Assist the ED and program staff with the preparation of budgets for funding applications.

Project management accounting

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects.

Risk management

- Monitor financial risk management policies and procedures to ensure that program and organizational risks are minimized
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate.

Qualifications:

Education

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration.

Professional designation

- Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset.

Knowledge, skills and abilities

- Knowledge of generally accepted accounting principles
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of the social services sector an asset.

Proficiency in the use of computer programs for:

- Accounting (Sage 50)

- Databases
- Spreadsheets
- Microsoft Office Suite 2010 including Word, Excel, Access and Outlook

Personal characteristics

The Manager of Finance should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Experience

3 to 5 years of progressive financial responsibility.