

Castlegar & District Community Services Society

JOB DESCRIPTION

JOB TITLE: Finance Manager
REPORTS TO: Executive Director
CLASSIFICATION: Excluded
EFFECTIVE DATE: February 2023

JOB SUMMARY: The Finance Manager is responsible for providing a variety of accounting and bookkeeping services, producing relevant financial reports, maintaining various accounting records and files, and supervising other finance personnel (if applicable).

KEY DUTIES AND RESPONSIBILITIES	INDICATORS
1. Performs a variety of accounting and bookkeeping duties	Maintains all agency accounting systems; ensures accounting software is up-to-date; reconciles and balances cheque payments and account to the General Ledger; follows up to resolve discrepancies with suppliers; verifies, balances, and reconciles bank accounts; deposits cash and cheques to bank accounts; discusses and resolves account discrepancies with bank staff.
2. Processes Accounts Payable (A/P) and Accounts Receivable (A/R) information	Processes accounts payable (A/P) invoices and related documents; processes payments from provincial government and balances and reconciles A/R billing amounts to the General Ledger; follows up with funders when payments are late or missed.
3. Maintains a General Ledger	Posts receipts, payables, and receivables to the General Ledger; follows up to investigate and clear discrepancies.
4. Compiles, prepares and maintains financial records	Includes files, statistics such as payroll information, contract information, seniority lists, extended health benefit information, etc.
5. Perform other related accounting duties	Includes payroll, revenue and expense/financial statement preparations; preparation and submission of tax, deduction and other amounts to various agencies; preparation of journal vouchers and posting of summary amounts to the General Ledger.
6. Administer the agency's staff Wages and Benefit Plans in accordance with the Collective Agreement	Wages and benefits are calculated and managed in accordance with terms of Collective Agreement
7. Prepares draft of each annual budget	Works in collaboration with the Executive Director to prepare annual budgets
8. Prepares monthly financial reports and other financial reports as required.	Analyzes financial reports and ensures that statements are in balance, accurate and timely.
9. Maintains total confidentiality of privileged agency information	Maintains all files in orderly and secure manner at all times; uses professional discretion when discussing confidential agency information.

KEY DUTIES AND RESPONSIBILITIES	INDICATORS
10. Supervises other Finance personnel (if applicable)	Provide direction, support, and supervision to other Finance personnel; conduct an annual performance evaluation of other Finance personnel.
11. Performs other related duties as assigned by the Executive Director.	Sits as a staff resource on the Board's Finance Committee; completion of Charity Tax Returns and Ministry and CSSEA surveys, as examples.

QUALIFICATIONS:

Education and Training

Completion of Grade 12 plus post-secondary bookkeeping courses, or a combination of the equivalent education and experience.

Job Skills and Abilities

1. Ability to operate personal computer, relevant software programs (in particular the Sage Accounting Software), and other office equipment.
2. Demonstrated ability to type a minimum of 50 words per minute.
3. Ability to communicate effectively orally and in writing and to work collaboratively with the management and staff of the organization.
4. Ability to organize work and carry out the duties of the position with independence, professionalism, and strictest confidentiality.
5. Ability to respond effectively to others' inquiries.
6. Ability to provide effective support and supervision to other personnel, as required.

Salary commensurate with experience