

BLUE DOOR SHELTERS - JOB DESCRIPTION



TITLE:	Finance Manager
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REPORTS TO:	Business Director
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PURPOSE OF ROLE:	Reporting to the Business Director, the Finance Manager is responsible for ensuring smooth operation of all financial functions. He/she is responsible for the bookkeeping of Blue Door Shelters. He/she is responsible for accounts payable/receivable, payroll, general ledger, financial statements and related tasks. He/she performs such other duties as may from time to time be required to insure smooth operation within the organization. He/she also assists in the preparation of all funder reports and budget submission, work closely with external auditors, review of financial statements.
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LOCATION:	All Blue Door Shelters Locations
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EQUIPMENT/ MACHINERY/TOOLS:	Computer, telephone, fax machine, copier, calculator. Reliable Vehicle/Valid Driving License/Insurance
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RESPONSIBILITIES:	<p><i>Maintain the financial records and functions of the Blue Door Shelters in a "hands-on" role, including;</i></p> <ul style="list-style-type: none">• Accounts payable to include review of invoices for payment, processing of cheques, review and monitor expense reports, maintain accurate records for funder billing• Maintenance and reconciliation of all general ledger accounts on monthly basis• Maintain inventory of assets and depreciation schedules• Generate reports as required by management• Keep accurate records and take responsibility for all HST reporting and submission• Ensure processing of payroll, including data preparation and input and completing appropriate remittances and reconciliations in a timely manner• Ensure payroll liabilities are accurately recorded and accounted for• Maintain accurate records of staff vacation, lieu time, and personal need hours and keep management informed of all accrual on bi-weekly basis• Prepare all necessary documents for external annual audit, coordinate audit and record all adjustments and year-end entries, liaises with external auditors• Ensure the smooth day to day operation of all financial functions• Responsible for office petty cash disbursements and reconciliations• Assists Business Director with all confidential secretarial functions, including preparing receipts, correspondence and reports• Work closely with Business Director in preparation of all funding reports and budget submission• Work closely with Business Director and Executive Director in preparation of
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- funding reports and budgets for RFPs and grant submissions
- Assemble, liaise and provide necessary financial information to key funders in a timely manner, in consultation with Business Director and Executive Director
- Monitor and oversee the receipt of financial information from partner agencies to ensure seamless reporting to relevant funders
- Processes accounts payable (all supplier invoices) and accounts receivable in a timely and accurate manner
- Supporting the Office Manager to balance the petty cash fund
- Maintain a well organized accounting filing system
- Maintain a strong system for financial transactions using a chart of accounts
- Assist in the development and implementation of policies, priorities, and procedures relating to financial management, cash deposits, budget, and/or payroll
- Prepares monthly financial statements, including bank reconciliations, monitor all revenue and expenditure trend and discuss with Business Director on overall financial stability of BDS
- Report to Business Director on variances from the established budget, and the reasons for those variances
- Comply with all provincial and federal government reporting and legal requirements. Comply with all tax remittances to the government as per requirements and files all necessary reports in a timely manner. Stays abreast of legal requirements and advises the Business Director of needed actions
- Directs any internal audits involving review of accounting and administrative controls
- Provide support to the Executive Director as requested
- Maintain accounting/payroll/HRMS/Time and Attendance software and train other staff as required

Uphold Agency Policies

- Able and willing to promote harm reduction practices.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others. All employees shall learn and understand health and safety policies and procedures and will comply with them.
- Other duties as assigned

SCHEDULE:

All employees must be able and willing to work within all programs and with flexible schedules

QUALIFICATIONS, SKILLS & EXPERIENCE:

- Post secondary education in a related field
 - CPA designation
 - Canadian Payroll Certification an asset
 - 5 years payroll and general finance administration supervisory experience. Experience of payroll within a unionized environment would be an asset
 - Advanced knowledge of accounting software and MS Office with emphasis on Excel applications and reports. Familiarity with Outlook and Internet applications.
 - Experience with file and database management
 - Proven superior customer service skills
 - Excellent communication (oral and written), time management and organizational skills
 - Able to work independently but also as part of a team
 - Sound judgment, tact and ability to maintain confidentiality
 - Understanding of issues relating to homelessness
 - Fluency in a language other than English
 - Ability to deal with extremely confidential and sensitive information
 - Understanding and promotion of anti-oppressive practices
 - Valid Vulnerable Sector Screening Report from York Regional Police
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