

Job Description

Title	Finance Coordinator		
Department	Administration	Created By	Ed Gavsie
Reports to	President & CEO	Approved By	
Hours/Week	21	Date	January 18, 2017

Job summary

Responsible for the development and implementation of financial systems to provide timely and accurate financial information within all programs operated by Richmond Cares Richmond Gives (RCRG). Assists with applications to support the Agency's resource development strategy. Performs additional duties as required by the collaboration between Richmond Community Foundation (RCF) and RCRG.

Summary of essential job functions

- Functions as the financial coordinator responsible for providing advice and direction to the President & CEO in the areas of financial planning, reporting and administrative procedures
- Consults with the President & CEO in areas of financial management such as financial reporting, financial budgeting, expenditure management and revenue administration
- Prepares annual agency and department budgets in consultation with the President & CEO for presentation to the Board of Directors.
- Develops internal audit procedures and maintains a complete set of Agency books using Sage; financial analysis; forecast preparation and project costing; prepares notes to the financial statements on a monthly basis for presentation to the Board of Directors, prepares yearend financial statement and working paper file for audit
- Maintains agency financial policies and ensures that standards are met as determined by the Agency and as required of a charity by Canada Revenue Agency and other government bodies, including preparing the T3010 Charity Return
- Monitors funding contracts to support the President & CEO and Board of Directors in ensuring the Agency's compliance with funder requirements and funder financial reporting on a timely basis
- Responsible for supervising banking and charitable receipts
- Completes accounts payable and month end financial statements
- Stays current on non-profit/charity obligations and practices
- Prepares financial reports as required for grants, applications and special projects
- In coordination with the President & CEO and Resource Development & Communications Coordinator, prepares and monitors funding applications in support of the Agency's resource and program development strategies, particularly budgets and financial reports

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Job Description

- Supports the departmental managers with the preparation and submission of program evaluation reports to various funders
- Performs all financial services for Richmond Community Foundation (RCF) under the guidance of the RCF Treasurer, as outlined in the January 2015 MOU with RCF, including:
 - All financial transactions – deposits, expense payments, grant and scholarship payments
 - Oversee or prepare bank deposits, charitable receipts, notifications
 - Prepare monthly financial reports to RCF Treasurer and Board of Directors, including portfolio income recognition and rate of return
 - Maintain knowledge of endowment fund agreements and produce reports as required
 - Provide reports to assist grants and scholarships committees
 - Prepare individual fund statements, annually and as requested
 - Prepare for and support the annual audit
- Supervises the Administrator, who assists with finance functions such as bank deposits, cheques, and charitable receipts while also providing other office administrative support
- Other duties for RCRG as determined and additional duties as required by the collaboration with RCF

Minimum education and experience requirements

- Post-secondary education in accounting or finance plus 5 years' relevant work experience, or an equivalent combination of education and experience
- 2-3 years' experience managing staff and/or volunteers
- Strong proven bookkeeping skills in a busy environment a must
- Experience in a not for profit and knowledge of CRA regulations a strong asset

Skills and abilities required

- Advanced proficiency in MS Office and Internet
- Demonstrated strong working knowledge of computer accounting software using Sage 50 and NewViews
- Excellent interpersonal skills and able to work in a team environment
- Excellent communication skills in written and spoken English
- Strong ability to prioritize in a multi-task environment – highly organized
- Must be a self-starter and able to communicate with a wide variety of people

Certificates, Licenses, Membership requirements

- Valid BC Driver's License

Additional information

- Must successfully complete a Police Information Check
- Available to work occasional evenings and/or weekends as needed
- May occasionally require the use of personal vehicle – business insurance required

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