

# KIWANIS VILLAGE NANAIMO

---

**POSITION DESCRIPTION:** FINANCE COORDINATOR

**CLASSIFICATION:** OUT OF SCOPE

**REPORTS TO:** EXECUTIVE DIRECTOR

**Summary of Responsibilities:**

This leadership position is responsible for carrying out all the duties for the control of Finances including receipts, disbursements, Board and Ministry reporting, payroll, recording all funds of the society and residents, confidential matters relating to personnel and labour relations and supervision of staff.

**Performs Leadership responsibilities by:**

1. Provides daily leadership to the department, participating in building and sustaining a high performing team who are capable of delivering the work to meet performance goals;
2. Ensures superior accounting practices for accounts payable, accounts receivable, payroll and benefit administration and resident trust; Supervise all weekly accounting procedures;
3. Prepare and modify HR related documents including job descriptions, employment offers, contracts, employee handbook and any employee correspondence;
4. Provides value for money information and analysis to advocate and defend the interests of the Department;
5. Assists other management staff with personnel matters affected by labour/management negotiations and collective agreements;
6. Meets regularly with other management staff;
7. Prepares and maintains in good standing all policies relevant to the Administration and Finance Department;
8. Maintains liaison with government funding agencies such as VIHA and BC Housing;
9. Ensures all buildings and equipment associated with the Administration and Finance Department are in a good state of repair, appearance and cleanliness;
10. Deals with Departmental issues in a timely and appropriate manner; and,
11. Demonstrates personal initiative in the attainment of the Society's goals and objectives.

# KIWANIS VILLAGE NANAIMO

---

## **Performs Finance responsibilities by:**

1. Responsible for the preparation of the annual operating budget and capital plan with input from all departmental managers;
2. Responsible for implementing, monitoring and achieving all approved administration and finance budgets and plans. Implement corrective strategies when there is a budget variance to ensure the overall achievement of objectives;
3. Responsible for controller functions by performing overarching functional accountability over all departments financial records, reports and systems;
4. Maintains the General Ledger including all month-end and year-end procedures, reviews monthly entries to ensure accuracy;
5. Prepares monthly in-house financial statements complete with variance reports, pointing out areas of concern, meets with management committee to discuss variances and reports same to Board of Directors;
6. Reviews the bank reconciliation for all operating accounts, replacement reserve accounts, security deposits, payroll account and trust account;
7. Produces month-end statements for Adult Day program clients. Prepares semi-annual reports to the Ministry of Health for the Day program;
8. Prepares quarterly financial reports for the VIHA Residential Services;
9. Responsible to maintain Fixed Asset inventory, detailing purchases, disposals and calculating annual amortization and useful life;
10. Maintains original copy of all approved and revised site-wide policies;
11. Reviews investment accounts to ensure efficiency and compliance with society policies;
12. Responsible to receive monetary donations on behalf of the Society and issues official tax receipt;
13. Assist external Auditors with preparation of year-end audit including preparation of working papers and lead sheets;
14. Responsible to file budget and audited financial statements to government agencies and financial lending institutions;
15. Informs Executive Director if any changes are noticed in the financial situation and assists in looking for areas to conserve funding;

## KIWANIS VILLAGE NANAIMO

---

### **The incumbent supervises staff and is responsible for:**

1. Preparing and writing position descriptions;
2. Hiring and disciplining of staff up to and including termination;
3. Maintaining acceptable staffing levels as well as ensuring the staff have adequate skills, abilities and temperament to perform the duties expected of them;
4. Planning, assigning, training, orientating and evaluating the work of the administration and finance staff;
5. Ensuring staff have appropriate credentials and these are maintained in good order;
6. Ensures that duties and functions are carried out in a confidential, efficient, accurate and timely manner;
7. Ensuring staff have appropriate dress code in the performance of their duties and in consideration of, as well as consistent with organizational policy and guidelines;
8. Ensuring staff receive appropriate health and safety instructions associated with their work and in the interests of public and client safety including participation in disaster preparedness seminars and training;
9. Conducting annual performance evaluations;
10. Administering union contracts and participates in the grievance procedure where necessary;
11. Approving overtime, leave of absence and vacation request for the department in accordance with organizational policies and guidelines; and,

The incumbent also performs other duties as required.

### **QUALIFICATIONS:**

- Certificate/degree in business with focus on accounting;
- Completed minimum of three years of an accredited accounting program (CPA)
- Working knowledge of Quickbooks software
- Working knowledge of Microsoft Office products
- Possess a minimum of three year's recent related experience;
- Supervisory training and minimum two years of managerial experience.

# KIWANIS VILLAGE NANAIMO

---

## **SKILLS AND ABILITIES:**

- Motivate, instill confidence and build morale;
- Must have extensive knowledge of computers and strong accounting skills;
- To operate computers, faxes, scanners, photocopiers, and other electronic and electrical machines consistent with the needs of the position;
- To be conversant in the use of and effectively employ software programs including Computerized Accounting, Word, Excel and general computer applications with excellent keyboarding skills;
- Ability to communicate extremely well, in both writing and orally;
- Must have drive and enthusiasm and be able to taken on challenges;
- Must be flexible and responsible to meet the demands of the position;
- Must be able to work independently and exceptionally well as a team member;
- Ability to teach and supervise others;
- Physical ability to carry out the duties of the position.

## **PERSONAL SUITABILITY:**

- Demonstrate tact, courtesy and understanding in communicating with residents, their families, staff and the community even under the direst of circumstances;
- Show leadership;
- To work collaboratively with peers in the interest of the organization;
- To work flexible hours to meet the needs of the organization;