



JOB DESCRIPTION

TITLE: Financial Officer – Fellowship and Unitarian Foundation of Nanaimo

REPORTS TO: Treasurer

JOB SUMMARY:

Reporting to the Treasurer, and under the direct supervision of the Treasurer, the Financial Officer is responsible for all aspects of financial review and reporting.

The intention of this document is to provide a summary of the major duties and responsibilities. The incumbent may be requested to perform other job related tasks, by the Treasurer, which are not specifically presented in this description.

RESPONSIBILITIES:

- Regular random review of deposit and disbursement entries for accuracy and completeness – sign off where appropriate.
- Oversee bi-weekly payroll of 5 employees.
- Review and approve reconciliation of Donation Register to accounting software accounts on a quarterly basis.
- Ensure donation receipts distributed annually in a timely manner.
- Prepare financial statements on a monthly basis, compare to budget and explain variances as appropriate; review with the Treasurer.
- Review payroll entries for accuracy and completeness – sign off where appropriate.
- Review and approve bank reconciliations on a monthly basis.
- Government agency reporting as needed for such things as GST, T4's, T5's, Charity Tax Returns, WorksafeBC and Revenue Canada. Reports to be signed off by the Treasurer.
- Assist with preparing annual budgets for review by Treasurer.
- Provide financial and budget support to the Treasurer for presentation at General Meetings.
- Prepare year end documents for review by the Internal Audit Committee. Such review to be done in time for the Annual General Meeting in September.
- Ensures all operations and other activities are conducted in accordance with generally accepted principles, standards and best practices within a collaborative, integrated service delivery model.

COMMUNICATIONS:

- Uses face-to-face, e-mail and telephone to communicate regularly with the Office Administrator, Treasurer and external accountants.
- Maintains effective communications with all external agencies.
- Communicates with volunteers as appropriate and necessary.

REPORTING:



- Monthly financial statements with variance analysis.
- Annual budget preparation and summarization.
- Government Agency reporting as necessary.

EDUCATION AND EXPERIENCE:

- Diploma in Business Administration.
- Five (5) years of recent related experience.
- OR an equivalent combination of education, training and experience.
- Proficient with Microsoft Office and QuickBooks Online.
- Proven communication skills – verbal and written.
- Ability to manage competing demands and work independently.

CONDITIONS OF EMPLOYMENT:

- 10 to 15 hours per month on average, as required.
- Remuneration dependent upon skills and ability.
- Three (3) month probation period.