



United Way
Brant
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Finance Coordinator, Brant United Way | Brantford, ON

Finance Coordinator, Brant United Way, Part-time Permanent (3 days per week)

The Finance Coordinator is an integral part of the Brant United Way team. Working under the direction of the Executive Director, the Finance Coordinator assists in the planning, organization, execution and evaluation of the ongoing financial position of the Agency.

The Finance Coordinator is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Coordinator must comply with CRA regulations, Generally Accepted Accounting Principles and the financial by-laws, policies and procedures of Brant United Way.

KEY ACCOUNTABILITIES AND DUTIES:

Oversee all accounting functions including cash receipts and bank deposits, accounts payable, cheque disbursements, bank reconciliation and monthly financial postings

- Prepare monthly financial statements and review statements with the Executive Director and Finance Committee
- Maintain a filing system for all financial documents act as staff support to the Finance Committee
- Prepare annual budget, analyzing and correcting estimates, in co-operation with the Executive Director and Campaign Director. Assist with final review of Budgets in conjunction with the Finance Committee for presentation to the Board of Directors
- Administer budgets in consultation with the Executive Director and Campaign Director to ensure appropriate budgetary control
- Manage United Way cash to yield maximum return according to investment policies as approved by the Board of Directors
- Manage the Endowment Fund in consultation with the Investment Manager and Treasurer/Finance Committee, according to the policies as approved by the Board of Directors
- Prepare all regulatory tax returns including Revenue Canada Charity Report (T3010) and GST returns
- Develop and implement financial systems and procedures as per established policies
- Recommend changes to procedures, operating systems, budgets and other financial control functions to the Executive Director, Finance Committee and Board of Directors



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- Notify and report to the Executive Director any financial trends that are critical to the organization's performance
- Ensure accurate schedules of assets, depreciation and inventory are updated regularly
- Oversee the annual audit including the preparation of all necessary documents, including posting adjusting and closing entries in the General Ledger

Campaign:

- Ensure accurate donation records are maintained
- Oversee charitable donation and receipting processes, ensuring regulatory compliance and timely delivery of receipts
- Oversee the pledge payment process ensuring pledges are recorded and receipted accurately
- Monitor pledge payments quarterly and follow-up with outstanding accounts
- Provide information regarding outstanding campaigns to staff
- Oversee the preparation and submission of pre-authorized payments

Human Resources:

- Manage and oversee Brant United Way's Payroll function with the ability to calculate, process and review bi-weekly payroll transactions, while maintaining a high degree of accuracy
- Administer the Group Insurance plan and RRSP plan
- Maintain accurate records of employee sick time, lieu time and vacation entitlement
- Establish and maintain confidential employee files

Resource Distribution and Agency Relations:

- Ensure agency allocations and designations are remitted
- Ensure all designations are accurately recorded, payments issued and administration fees recouped according to Donor Choice policy



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Qualifications:

- Proven accounting skills with a minimum of 5 years' experience in a non-profit organization or small business
- Post-secondary education in a relevant field or equivalent experience
- Experience working with volunteers
- Proven planning, organizational and analytical skills with the ability to manage competing priorities
- Strong communication and presentation skills (both written and verbal) and experience delivering presentations and training sessions on financial issues
- Excellent teamwork and interpersonal skills
- Strong sense of integrity with a commitment to working in a values based organization
- Strong competency in Microsoft Office software, including Word and Excel
- Strong competency in Simply Accounting
- Knowledge of ANDAR software would be an asset

Interested candidates should submit a cover letter and resume, in confidence, no later than **Monday, January 26, 2015 by 4:30pm EST** to sherry@brantunitedway.org

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted.