



FORM: Finance Director		SECTION: Human Resources
Corresponding Policy: Job Descriptions		CHAPTER: Recruitment & Selection
Policy #: 3.375		Approval Date: Sep 10/07

Finance Director

Job Title: Finance Director
Reports to: Executive Director

Job Summary

To ensure that all financial records of the organization are accurate and up-to-date and to prepare reports required by Kawartha Child Care Services, the board, auditors and funders.

Job Duties

1. Corporate
 - Responsible to appoint a designate when absent and inform finance staff.
 - Follow all organizational policies and procedures of Kawartha Child Care Services.
 - Be aware of the strategic plan, mission statement and guiding principles of Kawartha Child Care Services.
 - Ensure compliance of the Canada Customs and Revenue Agency regulations, Workplace Safety & Insurance Board regulations, Day Nurseries Act, the Human Rights Code, Occupational Health and Safety Act, Canada's Food Guide, Employment Standards Act, Health Act, the Child and Family Services Act, the local fire and health department requirements and the ability to meet the specifications of these Acts and any other regulations that apply to this position.
 - Participate in the Strategic Directions Team to develop an organizational work plan to carry out the goals and objectives of Kawartha Child Care Services.

2. Operational
 - Assist in maintenance of day-to-day licensing requirements.
 - Monitor staff and children's attendance to ensure it is consistent with policies.
 - Ensure parent registrations are properly completed.
 - Ensure that enrollment is maximized, by monitoring the income.
 - Participate in planning and annual program review.
 - Ensure that each program's day-to-day operations follow the organizational policies and procedures and the Day Nurseries Act requirements as it relates to finance.
 - Follow behaviour guidance policies as established by Kawartha Child Care Services.
 - Report all incidents of suspected child maltreatment.
 - Other duties as assigned.

3. Human Resources
 - Ensure the finance staff fulfill their job description in their day-to-day activities.
 - Assist with hiring and firing finance staff in consultation with the HR Director and the Executive Director.
 - Forward appropriate finance employee's information to the HR Director and maintain files for each.
 - Complete performance appraisals.
 - Ensure new staff orientations are completed with consistent packages.
 - Ensure the staff scheduling is in compliance with HRDC and the budget.
 - Plan and carry out annual staff development.
 - Maintain regular attendance, punctuality and submit accurate time sheets every two weeks.



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4. Communications

- Report to the Executive Director
- Research background information for finance policy development and make recommendations for change or amendment.
- Schedule regular finance staff meetings.
- Use positive communication.
- Ensure all correspondence is prepared and distributed professionally on approved letterhead or memo form and has been proofread by a staff person at the administration office.
- Read meeting minutes from committee, board and staff meetings.
- Maintain confidentiality of all information related to children, families and staff
- Develop and maintain communications and positive public and internal relations as they relate to the financial maintenance and administration of the organization.

5. Financial

- Maintain all financial records, directly and indirectly related to Kawartha Child Care Services.
- Ensure financial records including ledgers, parent fee statements, receipts for fees, bank deposits, bank statements, and petty cash receipts are complete and accurate.
- Ensure financial records such as parent accounts, accounts payable, accounts receivable and employee files are complete and accurate.
- Prepare monthly financial statements and forward to the Executive Director and the Board of Directors for approval.
- Determine procedures necessary for collection of accounts receivable.
- Ensure bank deposits are prepared and processed in a timely manner
- Ensure supervisors are preparing and submitting parent payments as per policies.
- Review and initial invoices payable, sign cheques and review with second signing officer.
- Ensure Home Child Care Providers attendance records are received in a timely manner for processing parent billing and accounts payable to the Providers.
- Submit the monthly fee subsidy forms to the respective municipalities in a timely manner.
- Ensure payroll is processed in a timely manner and files are maintained as required. Review G/L entry and initial. Ensure remittances are processed within the due dates.
- Complete required government forms. These include GST rebate, EHT remittance forms, T4 slips and T4 summary and WSIB remittance forms.
- Complete required forms for outside agencies such as; Day Nurseries Resource Funding Programs, Municipality funding forms, Provincial funding forms, etc.
- Review regularly and make recommendations for changes to financial policies and procedures.
- Perform bank reconciliations.
- Develop draft budget with the Executive Director.
- Provide financial support to the Executive Director in the day-to-day management of Kawartha Child Care Services.
- Prepare for audit and assist auditors.
- Consulting/reporting non-routine situations to the Executive Director

6. Health and Safety

- Ensure that the Supervisor responsibilities under the OHAS Act are adhered to at all times.
- Comply with WHMIS legislation at all times.



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Qualifications

Education

- Third or Fourth level C.G.A. or C.M.A

Experience

- Minimum of 2 years experience in organizational finance

Requirements

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Competencies

- patience, dedication, energy and enthusiasm
- ability to deal with non-routine situations
- ability to maintain control in frustrating situations
- ability to work co-operatively with others in a team environment
- ability to accommodate competing demands
- ability to maintain neat and accurate records
- ability to communicate effectively both orally and in writing with clients and colleagues
- ability to maintain confidentiality of all information related to children, parents and staff
- ability to sit for extended periods of time at a computer
- ability to use professional judgment on a daily basis within generally accepted accounting principles (GAAP)
- knowledge of the Employment Standards Act, Pay Equity Act, Corporations Act, and Ontario law related to financial business/non-profit reporting
- willingness to work flexible hours as required

Job Classification

- Director



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Performance Expectations

Position: Finance Director

Reports to: Executive Director

Duties

1. Maintains complete financial records on a daily basis.
2. Prepare accurate monthly financial statements for the Executive Director and the Board of Directors to review 7 days before the board meeting for the 2nd preceding month (e.g. January for March meeting).
3. Ensure monthly parent billing is prepared and sent to centers to distribute on or before the 10th of each month.
4. Submit subsidy reports by Municipality deadlines. (City of Kawartha Lakes, Durham Region by the 10th of the each month, City of Peterborough per agency calendars provided).
5. Ensure accurate recording of parent payments and bank deposits weekly.
6. Ensure accounts receivables are maintained and reconciled monthly.
7. Ensure subsidy payments are maintained and reconciled monthly.
8. Ensure payroll duties are prepared and performed bi-weekly by Tuesday of each pay week.
9. Ensure required government forms are completed and submitted before due dates. These include GST rebate (yearly), source deduction remittances (bi-weekly on the 10th & 25th), WSIB remittance (monthly), EHT remittances (monthly as needed), WSIB and EHT Annual Reports, T4 slips and T4 summary annually.
10. Complete required forms for outside agencies such as municipality contracts, United Way remittances, DNRFP funding, Health & Safety Funding, RRSP Investment remittances.
11. Perform bank reconciliation for all accounts and investments. Bank reconciliations for current account and savings account monthly, investments as they mature and at year end.
12. Develop draft budget with assistance of the Executive Director annually.
13. Notify the Executive Director immediately of any concerns arising from contract or financial issues.