



Finance Director

Job Title: Finance Director
Reports to: Executive Director

Job Summary

Oversees financial administration of the strategic and operating plans ensuring budget preparation, financial planning, reporting and controls, auditing and risk analysis.

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.
 - Work, in collaboration with Kawartha Child Care Services teams to develop an organizational work plan to carry out the goals and objectives of Kawartha Child Care Services.
2. Operational
 - Develop and administer the financial policies and procedures.
 - Establish and maintain appropriate financial records to ensure full legal compliances with regulatory bodies.
 - Participate actively as a member of the senior management team.
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.
 - Maintain finance employee supervisory files.
 - Complete performance appraisals.
 - Conduct new staff orientations are completed with consistent packages.
 - Plan and carry out annual staff development.
 - Maintain regular attendance, punctuality and submit accurate time sheets every two weeks.
 - Provide finance support to supervisors and directors.



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
 - Plan, develop and oversee the financial policies for revenues and expenditures and conservation of the organization's assets.
 - Prepare, interpret, analyze and communicate all financial reports and data to the management team and to the Board of Directors.
 - Prepare the annual operating budget in conjunction with other managers to ensure operational and strategic success, establishing appropriate measurement standards and monitoring.
 - Supervise and coordinate all business, risk, finance and accounting systems and participates in the development of appropriate safeguards.
 - Establish and maintain appropriate financial records and reports to ensure legal compliances with regulatory bodies.
 - Review and modify cost systems to ensure accurate reporting of expenditures and cash flow monitoring.
 - Prepare and ensure timely filing of all federal and provincial remittances and reporting; including Day Nurseries Resource Funding and municipal funding forms.
 - Ensure all financial records including ledgers and bank statements are complete and accurate.
 - Review and initial invoices payable and sign cheques and review with second signing officer.
 - Ensure G/L entry are completed and initial.
 - Perform bank reconciliations.
 - Consult/report 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.

Qualifications

Education

- A graduate of a three year business administration program or a bachelor's degree in business administration or commerce or related field required.
- A third level CGA (minimum). Professional accounting designation preferred (CGA, CMC, CA) or an appropriate combination of education and experience.



Experience

- Three to five years experience in a financial administration role
- Experience working in a not for profit setting

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 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) within the not-for-profit sector
- 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
- ability to coach, provide employee performance and guidance in respectful manner
- proficient in current accounting software and computer technology
- proficient in email and MS products including Excel, Powerpoint and Word.
- strong written, verbal and interpersonal skills
- ability to work independently and deal with ambiguity

Job Classification

- Director



Performance Expectations

Position: Finance Director Reports to: Executive Director

Duties

1. Prepares 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 financial statement for March meeting)
2. Submit subsidy reports by Municipality deadlines. (City of Kawartha Lakes, Durham Region by the 10th of each month, City of Peterborough per agency calendars provided).
3. Ensure accounts receivables are maintained and reconciled monthly.
4. Ensure subsidy payments are maintained and reconciled monthly.
5. Ensure payroll duties are prepared and performed semi-monthly.
6. Ensure required government forms are completed and submitted before due dates. These include GST rebate (yearly), source deduction remittances (semi-monthly – 3 business days after paydate), WSIB remittance (monthly), EHT remittances (monthly as needed), WSIB and EHT Annual Reports, T4 slips and T4 summary annually.
7. Complete required forms for outside agencies such as municipal contracts, United Way remittances, DNRFP funding, Health and Safety Funding, RRSP Investments remittances.
8. Perform bank reconciliation for all accounts and investments. Bank reconciliations for current account, weekly and savings account monthly, investments as they mature and at year end.
9. Develop draft budget with the assistance of Executive Director and Associate Executive Director of Programming annually.
10. Notify the Executive Director immediately of any concerns arising from contract or financial issues.
11. Prepare investment report for the Executive Director and Board on a quarterly basis.
12. Complete Record of Employment and issue parent tax receipts annually.