

CDSS POSITION PROFILE: FINANCIAL MANAGER

(Revision in progress: initial revision by Margaret Holliston March 2009)

- Reports to:** Camrose and District Support Services (CDSS) Executive Director
- Liases with:** CDSS Board of Directors; CDSS Administrative Assistant; CDSS Program Directors; other CDSS staff and volunteers as necessary; applicable government and non-government agencies (CRA, HRDC, WCB, AMSC, vendors and) clients; members of the general public
- Supervises:** Accounts Receivable Assistants; Casual Administrative Support Assistant (in conjunction with the CDSS Administrative Assistant)

Program and Client Responsibilities

Major responsibilities include payroll & benefits administration, accounts payable and receivable, financial statements, CDSS banking, audit preparation, and assistance with the CDSS budget process.

- **Payroll & Benefits administration**
 - Setup & maintain employee payroll & direct deposit computer files
 - Process paperwork for commencement of employees, & benefit enrollments, changes & terminations
 - Monthly process & input of timesheets
 - Perform direct deposit monthly transmissions through CDSS bank account & RB Express
 - Administer Local Authorities & APEX pension plan, including monthly payments & reports of pensionable earnings & employee & employer contributions
 - Maintain accurate computer accruals for vacation & sick time
 - Record keeping and instituting grid movements
 - Contact person for pension, benefits & taxation inquiries
 - Reconcile & process all benefit & deduction payments through GL & bank account
 - Issue ROE's on completion of employment through computer ROE WEB
 - Year-end reporting for WCB, LAPP, and annual T-4's
 - Work with program directors in orienting new employees to payroll & benefit plans of CDSS
 - Spreadsheet preparation of employee benefit cost & set-up
 - Export of Platinum Payroll data to Quickbooks
 - Regular review & upgrade of payroll system
- **Accounts payable for all internal and hosted programs of CDSS**
 - Verify invoices for approval & correct coding of account numbers
 - Accounts payable entry into computerized accounting system
 - Preparation of cheques on a timely basis, twice monthly
 - Regular GST reporting
 - Point of contact for financial & account inquiries
 - Maintains record management & filing systems
- **Account Receivable:**
 - Receipt of incoming revenue for all CDSS internal programs
 - Supervise posting and balancing of Home Support & OSCAR monthly invoicing
 - Supervise monthly Preschool receipting
 - Regular reconciliation of prepaids & A/R Summary reports
 - Overdue account collection & NSF cheque follow-up
 - Handling client inquiries regarding invoices and statements
 - Spreadsheet recording of OSCAR Prepaid account

- Financial Statements
 - Data input of all accounts payable, accounts receivable, and revenue into CDSS computerized chart of accounts
 - Monthly review & analyzing of general ledger accounts for accuracy & correct posting
 - Preparation & posting of journal entries as required for accurate accounting of revenue & disbursements
 - Production of financial statements in QuickBooks format for internal & hosted programs
 - Preparation of written monthly summary of financial statements for CDSS Board & Program Directors
 - Develop & implement improvements to accounting process, creating efficient & effective cost-saving procedures for CDSS financial management

- CDSS Banking
 - Manages banking activities related to CDSS chequing account
 - and workshop account, including deposits & cheque preparation
 - On-line bill payment of benefit & taxation deduction
 - Monthly reconciliation of bank statements\

- Audit Prep
 - Year-end balancing of all accounts, grants & programs
 - Journal entries for unexpended grant revenue, prepaid expenses, A/R, A/P items
 - Assist Auditor as required
 - Use feedback from Auditor to improve systems

- Budget Process:
 - Provide current data for accurate year-end projections
 - Input approved budgets into Quickbooks Accounting
 - Supplies information regarding payroll & benefit costs
 - Consultation with program directors in preparing annual budgets
 - Attend CDSS annual budget meetings

- Office Duties
 - Provide back-up telephone assistance as required
 - Draft correspondence & various documents necessitated by the position
 - Maintain records & filing systems
 - Respond to client needs & inquires at counter as required
 - Respect and observe at all times the confidential nature of this position to maintain the respect of the community and to ensure privacy of individual clients

Authority

- The Financial Manager may make independent decisions and/or recommendations regarding the following:
 - Personnel matters relating to Payroll & Benefits
 - Computer & system set-up & changes
 - Required journal entries in accordance with the approved budgets and signed contracts
 - Administration decisions required for the smooth running of CDSS in the absence of the Director
- The following must be referred to the Executive Director and/or made in consultation with the Executive Director:
 - All receipts and expenditures which do not fall within the guidelines of CDSS policy (e.g., lack of revenue, over expenditures)
 - All personnel matters outside the routine day-to-day policies and procedures, such as overtime, sick time, holidays.

GENERAL COMPETENCIES

- Is familiar with CDSS Consolidated Policy and maintains such familiarity in terms of policy revisions and changes;
- Has full knowledge of and commitment to the CDSS Code of Ethics, mission, goals and guiding principles as outlined in the Consolidated Policy;
- Has effective interpersonal, communication (written and oral), planning and organizational skills.
- Is able to work with a volunteer, non-profit board;
- Is able to work within and contribute to a team-based personnel environment;
- Is creative; can generate new ideas and methods for program enhancement and/or problem-solving and adjust to changing work and community environments;
- Is empathetic and aware of diverse client and staff needs; exhibits recognition and appreciation of needs to achieve positive outcomes; uses judgment when dealing with difficult people;
- Is energetic, resilient and has a sense of humor; exhibits excellent multi-task management ;
- Is flexible in terms of work hours while striving to maintain a balance between work, family and other personal demands;
- Is willing to engage in ongoing personal and professional development in related areas as appropriate and feasible.

KNOWLEDGE/SKILLS, EDUCATION AND EXPERIENCE

- Post secondary training in accounting or business administration
- Minimum two years experience in bookkeeping/accounting
- Comprehensive knowledge of Camrose and area, especially local agencies and services;
- Financial accuracy
- Knowledge of CDSS programs, internal and hosted
- Knowledge of accrual accounting procedures & practices
- Sound knowledge of payroll & benefit details
- Knowledge of FCSS regulations & CDSS Budget guidelines
- Ability to process all available information, in order to provide programs and Board with monthly financial statements
- Ability to effectively communicate, both written and verbally
- Accurate interpretation of financial information
- Sound knowledge of computer software programs, currently including EXCEL spreadsheets, Quick Books, Paymate Platinum, & Microsoft Word
- Originality in creating reporting systems for new programs
- Efficiency in working towards cost-effective and accurate reporting for all CDSS programs
- Ability to work independently, setting own work priorities and schedules
- Valid driver's license and reliable vehicle required;
- CWIS check and criminal records check will be required.

We are in agreement that this is an appropriate, relevant profile for the Program Director position:

Val Faucher, CDSS Financial Manager

Date

Margaret Holliston, CDSS Executive Director

Date