

# **Island Deaf and Hard of Hearing Finance and Operations Officer Job Description**

## **Job Purpose and Summary**

The Finance and Operations Officer provides both operational and program support to the organization and is responsible for the preparation and maintenance of financial records and reports for IDHHC. S/he provides support to the Executive Director, Finance Committee and Treasurer through bookkeeping, payroll, banking and reporting services.

Under the direction of the Executive Director (ED), the Finance and Operations Officer maintains all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

### Summary:

- Assist in performing tasks necessary to implement the organization's Strategic Plan and help execute staff succession and growth plans
- Work with the ED on the strategic vision including fostering and cultivating stakeholder relationships on Vancouver Island, as well as assisting in the development and negotiation of contracts.
- Participate in developing new business, specifically: assist with identifying new funding opportunities, the drafting of prospective program budgets, and determining cost effectiveness for prospective service delivery.
- Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and CRA audits.
- Work with the Board and ED to develop the annual operating budget.
- Work with the ED to ensure program success through cost analysis, support and compliance with all contractual and program requirements.
- With the ED, oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- With the ED develop and maintain systems of internal controls to safeguard the financial assets of the organization; oversee the coordination and activities of independent auditors and ensure all compliance issues are met, including the preparation of the annual financial statements in cooperation with the audit review firm.
- Attend Board and Subcommittee meetings as necessary including being the lead staff on the Audit/Finance Committee.
- Oversee the production of monthly reports including reconciliations with funders, as well as financial statements and cash flow projections for use by Executive management, as well as the Audit/Finance Committee and Board of Directors.
- Oversee Accounts Payable and Accounts Receivable
- Oversee business insurance plans and health care coverage analysis.
- Oversee the maintenance of the inventory of all fixed assets, assuring all are in accordance with regulations.
- Oversee all IT and technical needs for the organizations and make recommendations to the ED and Board for changes and / or upgrade requirements

## **Duties and Responsibilities**

### Bookkeeping

- Prepare General Ledger and supporting accounts within the Simply Accounting electronic accounting system
- Prepare and tracks Accounts Payable files and process cheques for signing and distribution
- Record and track all Accounts Receivables ensuring accurate program allocations and timely payments
- Reconcile all accounts monthly and prepare financial statements, including Financial Position, Revenue and Expenditure, Performance to Budget / Variance, Key Expenditure Tracking and Cash Flow

### Payroll

- Prepare bi-weekly payroll files and submit to CAFT for payment
- Print / send wage statements to staff
- Maintain staff files, including time sheet monitoring, vacation and sick day bank records, other taxable benefits
- Oversee the staff benefits to ensure timely payments and that benefits packages are current and up to date
- Monitor remittances to Receiver-General for source deductions
- Prepare WorkSafe BC reports and remittances
- Ensure payroll set up of new hires and Record of Employment for departing staff

### Banking

- Reconcile bank accounts monthly
- Monitor cash flow and cash management

### Reporting

- Prepare monthly Financial Statements as required by Treasurer, Executive Director and Finance Committee
- Prepare WorkSafe BC reports
- Prepare HST/GST and PST returns
- Prepare Gaming Annual Use of Proceeds and other Grant Reporting reports
- Prepare grant confirmations and monitor reporting requirements / prepare granting organization reports as required
- Prepare T4A submissions, T4 preparation and distribution
- Prepare audit documentation if and when required

### General

- Provide advice and recommendations on financial procedures and practice as required

## **Knowledge, Skills and Abilities**

### Knowledge:

- Strong computer skills, including Simply Accounting software.
- Strong ability to work with internal and external databases.
- Complete and expert understanding of both Generally Accepted Accounting Principles in not-for-profit / charitable organizations in Canada.
- Understanding of provincial and federal reporting standards for not-for-profit / charitable organizations in British Columbia.

**Skills:**

- Accounting and bookkeeping aptitude with analytical and problem solving skills.
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level.
- Strong understanding and knowledge of IT solutions and solid skills with computer software and networking.
- Create and assess financial statements and budget documents.
- Strong decision making, time management and stress management skills.

**Abilities:**

- Foster and cultivate business opportunities and partnerships.
- Supervisory and team building abilities.
- Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors, local community, participants, and employers.
- Possess effective listening skills and communicate effectively in both written and verbal form.

**Qualifications**

- Degree or diploma in business, administration, or management and certification in bookkeeping or financial management.
- Minimum 5 years recent related experience, including senior level work in the finance office of a not-for-profit organization in Canada.