Job Description

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>January 29, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Finance Manager</td>
</tr>
</tbody>
</table>

**Job Purpose:** One-sentence description of the overall purpose/mission of the job; the rationale for why the job exists and how it contributes to the agency.

The Finance Manager oversees and manages all financial aspects of the organization including, meeting the day to day financial requirements of the agency and supervising the finance team.

**Goals and Objectives:** These should be somewhat broad and general, but also indicate what incumbents should be accomplishing. This section provides key criteria for setting performance objectives and may include several bullet points.

- Supervise department staff
- Review, monitor and enhance financial processes and controls
- Prepare and monitor annual budget; provide monthly reports
- Prepare year end file and work with auditors

**Reporting Relationships:** Include the title of the position to which the incumbent reports, and also the titles of jobs reporting to it.

<table>
<thead>
<tr>
<th>Title of position to whom this job reports:</th>
<th>These positions report to this job:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>1 Accounts Payable</td>
</tr>
<tr>
<td></td>
<td>1 Bookkeeper</td>
</tr>
<tr>
<td></td>
<td>1 Sr. Bookkeeper</td>
</tr>
</tbody>
</table>
Responsibilities include but are not limited to: List the duties and responsibilities of the position as simply, yet completely, as possible.

**Dept. supervision**

**Review and monitor financial processes and controls:**
- Approve payment requisitions
- Bank reconciliation and cancelled cheques
- Donation tax receipts
- Agency Accounts Receivable
- CAP
- Israel Bonds schedule

**Budgeting and Reporting:**
- Internal: monthly status reports, Financial quarterly updates, Annual report
- Regulatory: GST/PST, reporting for Government grants
- Other: Insurance and professional liability renewal, Centraide application, AJFCA report
- FCJA allocation
- Project/develop/revise budgets for new and ongoing programs
- Prepare and monitor monthly actual
- Prepare annual budget request

**Year end and Audit (3 sets of F/S)**
- Closing procedures
- Working papers
- Draft F/S

**Ad-Hoc**
- Yearly salary increases
- System administration: customized financial reports, new accounts, trouble shooting
- Backup: system maintenance (close periods, posting), Payroll
- Participate on audit and finance committees
- Ometz liaison to FCJA Insurance committee
- Monitor work related communications outside of regular work hours

**Requirements:** List the important technical and professional skills and knowledge required to do the job well.

- Bachelor degree in accounting or a related field
- 5-7 years of experience in the financial management of an organization with a budget of at least $4M, preferably in the not for profit sector
- Computer Skills: Accounting applications and MS Office suite
- Sound problem solving, organizational and analytical skills
- Good communication and interpersonal skills