



Job Description

Effective Date: January 29, 2020	
Job Title: Finance Manager	
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.	
<p>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.</p>	
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.	
<ul style="list-style-type: none"> • 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.	
Title of position to whom this job reports: Chief Executive Officer	These positions report to this job: 1 Accounts Payable 1 Bookkeeper 1 Sr. Bookkeeper

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