



FINANCE ADMINISTRATOR

Job Description

Title

Finance Administrator

Reports To

Executive Director

Since 1963, Lakehead Social Planning Council (LSPC) has operated as a non-profit, non-partisan, charitable organization established by a group of concerned citizens with a commitment to building and strengthening community. Its focus has always been social justice, diversity, equity and inclusion. It actively supports local, provincial and national initiatives related to poverty, housing and homelessness and works on behalf of marginalized individuals and families experiencing disadvantage and inequality. Building a Better Community for all – remains the focus of the Lakehead Social Planning Council.

Summary

Contributing as a member of a small but fast paced management team, the Finance Administrator is the key resource for financial and managerial accounting expertise, including: bookkeeping, payroll, accounts payable and receivable, cash management, fiscal compliance, project and grant management, forecasting and financial reporting. The Finance Administrator will provide financial leadership, manage budgets, conduct forecast analysis, asset management while adhering to internal financial policies and bylaws. Other duties will include providing regular progress reports to both the Executive Director and the Board of Directors and will participate in the development of LSPC's priorities, objectives and strategic plan.

Job Duties & Responsibilities

Accounting and Financial Reporting

Record all financial transactions accurately and promptly using Sage 50, including:

- Maintain general ledger and subsidiary ledgers

- Prepare and review journal entries
- Reconcile bank statements and other financial accounts
- Prepare all supporting information for the annual audit
- Prepare financial reports as required for monthly Board meetings and Annual General Meeting
- Assist in developing and reviewing financial policies and procedures
- Maintain up to date complete and systematic filing system to support bookkeeping and financial records, meeting retention requirements
- Prepare monthly/ quarterly financial statements for project staff, Executive Director and the Board of Directors
- Participation in standing and ad hoc committees as required

Accounts Payable and Receivable

- Process and pay invoices from vendors and suppliers
- Track and collect payments from funders or other revenue sources
- Maintain financial sub-accounting systems for programs, projects, cash management and petty cash
- Maintain accurate and up to date records of accounts payable and aged accounts receivable records of accounts payable and receivable

Cash Management

- Receipt cheques, membership dues, grants and other awards
- Reconcile bank accounts
- Record bank deposits and assign third party for in-person deposit
- Monitor and manage credit card balance and make timely monthly payments

Payroll Processing

- Ensure accurate and timely payroll of salaries and payroll remittances as required for bi-weekly payroll
- Maintain payroll records and prepare payroll reports
- Manage employee insurance and benefits plans,
- Issue annual T4's and T4A's and ROE's as required

Budget Preparation

- Prepare annual budget in consultation with the Executive team
- Assist project managers with the preparation of budgets based on funding applications
- Perform monthly budget reviews to ensure accuracy and compliance and reconcile bank accounts
- Monitor expenditures and revenues against budgeted amounts
- Prepare monthly financial statements and reports
- Identify critical issues and concerns to Senior Managers for resolution

Project Management Accounting

- Maintain separate financial records and reporting for each contracted project
- Prepare accurate and timely financial statements in accordance with contract agreements to meet funders' requirements

Other

- Oversee the management of all leases, contracts, licenses and other financial commitments
- Provide Board support and attend monthly Board meetings

Core Competencies

- Accountability
- Adaptability
- Analytical Thinking
- Communication
- Critical Thinking
- Diplomacy
- Leadership
- Teamwork

QUALIFICATIONS Required

- College / University level degree with a concentration in accounting, finance or business administration or a directly related field, or the education and work experience equivalent
- Minimum of 3 years full-cycle accounting experience, which includes reconciliations, general ledger maintenance, accounts payable and receivable
- Strong organizational, analytical and detail skills, with attention to accuracy and deadlines
- Outstanding or excellent written and communication skills, especially the ability to explain complex financial information clearly and simply
- Ability to work in an open and collaborative work environment
- Computer expertise, including effective working knowledge and skills related to Microsoft 360
- Demonstrated knowledge of accepted accounting rules, practices, tax laws, and reporting requirements

- Demonstrated knowledge of clerical accounting and bookkeeping procedures
- Knowledge of standard office procedures and practices
- Ability to adapt to and learn new software
- Good organizational, time management and prioritizing skills.
- Ability to interpret and implement organizational bylaws, policies and procedures
- Ability to work efficiently as part of a team as well as independently.
- Ability to maintain confidentiality
- Excellent interpersonal skills

Preferred

- Experience processing payroll
- Experience and basic knowledge of GAAP; non-profit accounting
- Strong efficiency with technology and financial management software
- Experience with Sage 50 Accounting software
- Commitment to the mission and values of the organization

Employment Status

- 35 hours / week

Remuneration

- \$55,000 - \$65,000 per annum
- Health Benefits

Lakehead Social Planning Council is an Equal Opportunity Employer; one that recruits, trains, pays and promotes employees fairly and equally regardless of race, gender, ethnicity, religion, age or physical status in compliance with the [Canadian Human Rights Act](#).

DISCLAIMER

The statements contained in this job description are not necessarily all-inclusive; additional responsibilities may be assigned and requirements may vary from time to time.

APPLICATION PROCESS

- Resume & Cover letter outlining your suitability for this position and responding to the responsibilities and qualifications (listed above).

Please email your application to mklassen@lspc.ca, Executive Director and include in the subject line “**Finance Administrator Application** and your **Name**”.