



POSITION TITLE: Finance Manager

LOCATION: Red Deer, Alberta

Profile

Reports to: Executive Director
Supervises: Accounting Technician
Position Type: Permanent
FTE: 0.3-0.4 (12-16 hours/wk.)
Remuneration: \$35-40/hr

Position Overview

The Finance Manager is responsible for overseeing and completing a variety of bookkeeping and accounting duties, including payroll, financial record keeping, and transactions, including accounts payable, receivable, and general ledger. They also oversee budget forecasts and assist in creating department budgeting. This position works closely with the executive director.

Personal Attributes

1. **Pioneering:** Embraces the organization's mission and wholeheartedly recognizes the opportunity to exercise managerial courage in forging new pathways in CAPCC's financial well-being.
2. **Conscientious:** Pays keen attention to detail, ensuring compliance with policy, and acts to enhance the quality of a professional and safe practice environment.
3. **Discerning:** Able to exercise sound judgment and effective decision-making.
4. **Discreet:** Careful and circumspect in words and actions, including a commitment to respecting confidentiality.
5. **Spiritually Leadership:** Speaks and acts in a way that exhibits a deep understanding of and commitment to Christian love and ethics and encourages others to do the same.
6. **Sensitive:** Care that is guided by conscious participation with staff and volunteers using a number of relational skills, including listening, questioning, empathy, mutuality, reciprocity, self-observation, reflection, and an awareness of emotional contexts.
7. **Compassionate:** Able to, in a relational context, notice another person's pain, experience an emotional reaction to that pain, and act in some way to help ease or alleviate the pain.
8. **Openness:** Explores and develops a range of possible alternatives and approaches.

Knowledge Competencies

1. **Leadership:** Demonstrates ability to serve by leading and supervising accounting technician while supporting their ability to provide high-quality
2. **Expertise:** Uses a broad base of evidence-informed practices that incorporates research, expertise, and other available resources.

3. **Professional development:** Seeks and uses new knowledge that may enhance, support, or influence competence in practice.
4. **Creative thinking:** To be curious, innovative, and collaborative, where problems are questions, ideas are generated, and positive evaluation is performed before coming to a conclusion.
5. **Goal setting:** Look ahead with focus and direction to create change. The CAPCC uses the acronym SMART—Specific, Measurable, Achievable, Realistic, and Timely.
6. **Risk management:** Analyze, prioritize, and minimize the amount of financial risk an initiative, program, or project may cause for the organization.
7. **Analytical thinking:** Examine information, collect facts and reasons, and identify cause and effect using a linear approach to gathering and analyzing data.
8. **Communication:** convey or share ideas and feelings effectively without misinterpretation or misleading others. Includes active listening, non-verbal and visual communication.
9. **Digital competency:** the cognitive and technical skills needed to find, evaluate, create, and communicate information using digital tools such as Quick Books, databases, digital calendars, Microsoft Office and Google Drive applications.
10. **Emotional intelligence:** Understand and practice internal skills of self-awareness and self-management/regulation and external skills of social awareness and relationship management.
11. **Learning Agility:** being in a continuous learning state, valuing and seeking experiences that advance our development, recognizing when new critical skills are required, and accepting responsibility for developing them.
12. **Ethical:** Recognizes and respects the intrinsic worth of each human being.

Essential Job Functions

Administration

1. Monitor and recommend improvements to accounting procedures, accounting information systems and internal controls.
2. Support developing and maintaining the organization's management control and risk management systems.
3. Proactively maintain a well-organized filing system; files invoices, payroll paperwork, reimbursements, insurance information and other financial records.
4. Develop and implement systems and procedures as needed to maximize the efficiency of the Centre's financial management.
5. Create & distribute program budget reports to applicable staff for review.
6. In collaboration with the ED, Support the Centre Directors in preparing various financial reports and grant proposals.
7. Keep up to date on Alberta Employment Standards for vacation and statutory holiday pay.
8. Monitor cash flows and predict future trends based on fundraising efforts, collaborating with the ED.
9. Conduct quarterly reviews and evaluations for cost-reduction opportunities.
10. Keep abreast of changes in financial regulations and legislation following best practices and CRA
11. Assists with special projects or research as assigned.

Finances

1. Assign general bookkeeping duties to the Accounting Technician when appropriate.
2. Post journal entries and reconcile accounts, maintain general ledgers.

3. Oversee weekly accounting procedures for accounts payable, receivables, and donations, including preparing deposits and processing credit cards.
4. Ensure timely payment of monthly expenditures with appropriate payment means.
5. Complete other statistical, financial and accounting reports.
6. Oversee the accurate and timely entry of donations.
7. Prepare financial statements for the ED, Directors, and Board; liaise with the Treasurer on financial issues.
8. Reconcile bank accounts and credit cards.
9. Organize and reconcile petty cash as needed.
10. Prepare monthly cash flow projections.
11. Support the auditor in planning and executing the annual audit.
12. Prepare, submit and distribute year-end charitable receipts.
13. Ensure that all receipting is completed following CRA regulations.
14. Assist with special events by preparing petty cash, taking payment at events (tickets, silent auction, etc.), reconciling donations, and other tasks as required.

Staff Development

1. Assist in recruiting, selecting, and interviewing Accounting Technicians to meet centre needs.
2. Facilitate or oversee training of new staff
3. Evaluate Accounting Technician on a regular basis.
4. Conduct an annual performance reviews
5. Meet regularly with the Accounting Technician to mentor and offer spiritual support with a focus on growing each one in their abilities and roles

Acknowledgment

I have reviewed this position profile and understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined.

Employee Signature

Date

Approved by: Lisa Smith, Executive Director	
Effective Date:	October 28, 2024
Date last reviewed/modified:	