

JOB DESCRIPTION FORM – GENERAL

POSITION NUMBER (S) Final	CURRENT CLASSIFICATION Executive Management	DESCRIPTIVE WORK TITLE Finance Director
SUPERVISOR'S DESCRIPTIVE WORK TITLE	Executive Director	

Child Development Centre
1135 Nelson St.
Nanaimo, BC
V9S 2K4

Position Summary:

The Finance Director is a management position responsible for the ongoing preparation, communication, monitoring and support of all the budget/financial planning and accounting systems for the Centre. This position is also responsible for lease agreements, vendors and suppliers, maintenance of the CDC facilities and the ongoing planning, organizing and implementation of the information technology plan,. This position is responsible for the supervision of the payroll clerks and information technology administrator. This position provides support to the Resource Development Department and the Executive Director.

Duties and Responsibilities:

- Develops, implements, monitors, evaluates budgetary planning, accounting systems and asset control policies, procedures and programs, within the objectives set by/with the Finance Committee and within resources allocated.
- Participates with the Executive Director, Board of Directors and management team as a strategic partner in the development of strategic plans and the development of corresponding short and long term financial plans.
- Identifies, manages, monitors and evaluates standards of financial operation and series within generally accepted accounting principles. Develops work procedures and ensures that department standards are maintained transactions are accurate and deadlines are met. Provides input on policies and operational requirements to the Executive Director
- Prepares or ensures the preparation of, and verifies the accuracy of accounting reports and records such as balance sheets, income statements, general ledger and annual T4 slips, and will supervise staff.
- Responsible to adhere to the regulatory reporting required by funding sources, within the expected timelines.
- To ensure effective cash management in terms of risk, return and obligations within the guidelines established by the Finance Committee
- Coordinates the development and compilation of all departmental annual operating and capital budget information and ensures inventory control for Insurance purposes. Review advise on and maintain adequate insurance coverage.
- Manages Lease agreements and ensures facilities are maintained in compliance with quality standards, legal requirements, safety regulations, cost controls and organizations polices
- Ensures that the computer and technology services related to the operations of the organization meet organizational standards and in collaboration with the information

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- technology administrator develop of the annual technology plan and corresponding budget and cost controls
- Responsible for purchasing and associated costs controls
 - Oversees cost control and reporting requirements for the Resource Development Program
 - Follow up on overdue accounts and makes decisions regarding related action. Identifies reasons for discrepancies and takes corrective action.
 - Acts for the Executive Director in his/her absence.

Qualifications:

Typical Education, Training and Experience

- Qualified Accountant /accounting designation
- Or an equivalent combination of education, training and experience
- Or other Qualifications determined to be reasonable and relevant to the level of work.
- Experience in non-profit financial management
- Experience in facilities management
- Supervisory, organization and written communication skills

Typical Skills and Abilities

- Knowledge of principles and practices related to accounting and financial and budget management
- Proficient with Excel and AccPac
- Ability to develop, evaluate and monitor financial systems and procedures.
- Ability to supervise
- Ability to plan, organize, and prioritize
- Ability to work independently and in cooperation with others
- Business writing skills
- Physical ability to carry out the duties of the position
- Criminal record check clearance.

Comments: This position was reclassified in December 2007 and in May 2009

Approved:

Carol Webber
Date

Executive Director

Review Dates:

August 2008 cw

May 2009