



POSITION DESCRIPTION

Position Title: Financial Officer

Work Location: Hybrid

Reports to: Executive Director

Direct Staff Reports: N/A

Hours: Part-Time, Hourly
12-18 hours/week
Flexible scheduling required

GENERAL RESPONSIBILITIES:

The Financial Officer is responsible for developing, directing, and maintaining sound financial practices to ensure that adequate funds are available to permit the House to carry out its work, including planning for future repairs and renovations. Together with Executive Director, the Treasurer and the finance committee, they develop a budget for board approval ensuring that the House operates within established financial guidelines. They provide support to the finance committee and, along with the Treasurer, act as the liaison to the Auditor. They manage the keeping of financial accounts, monitors internal controls and provides recommendations on improved financial procedures as needed.

Month End Closing:

- Manage the month-end closing process (reconciliations, entering expenses, room rentals)
- Analyze and review financial results
- Reconcile all general ledger & bank accounts on a monthly basis
- Prepare financial statements including the income statement, balance sheet, capital report, and cash flows and present results to the Finance Committee
- Other month-end duties as required

Bi-Annual/Annual/Administrative Responsibilities:

- Manage the year-end external audit process
- Liaise with 3rd party auditor relating to audit planning & execution
- File HST rebate twice per year
- Other duties as required

Accounts Payable/Accounts Receivable:

- Record and process all approved accounts payable invoices for payment
- Prepare all requested accounts receivable event invoicing
- Process all EFT transactions for monthly donors
- Other duties as required

Payroll & Benefits Administration:

- Prepare & process payroll and payroll related forms such as ROE's and T4's
- Filing and submit monthly source deductions payment
- Maintain benefits administration
- Other duties as required

Government Reporting & Filings:

- Prepare & submit semi-annual GST/HST rebate claims
- Prepare & submit annual T3010 report
- Prepare & submit changes to board of directors to government portal
- Other reporting and filings as required

Annual Budget Process:

- Prepare various revenue & cost projections/targets
- Provide guidance and counsel to various departments in developing both revenue & cost projections/targets
- Presents budget summary to finance committee for approval
- Other duties as assigned

Experience/Qualifications:**Education:**

- Completion of a relevant degree or college diploma in accounting.

Experience:

- 3 to 5 years of experience in accounting preferably within a not-for-profit organization.

Personal Traits:

- Analytical
- Attention to detail
- Strong communication skills
- Problem solving
- Work with limited supervision
- Ability to multitask and meet timelines
- Proficient with Quickbooks Online

Additional Requirements:

- Presentation of a clear vulnerable police clearance check