



# Position Description

## United Way of Peterborough & District

### Director – Finance & Administration

**Position Type:** Permanent Full Time

**Reports to:** CEO

**Date of Revision:** Jan 7, 2009

**Approved:** June 2006

### Position Summary:

The United Way operates as an open, dynamic, high functioning team which values resourcefulness, creativity, and integrity. Our goal is to mobilize resources to build a stronger community.

The Director of Finance & Administration ensures that the United Way office functions effectively and efficiently through appropriate planning, organization and evaluation of financial operations and office administration within approved policy guidelines. The incumbent provides financial expertise and support to all functions and programs of United Way. This position is further responsible for the creation of timely financial reports for senior management, finance committee and board; directly supports the finance committee in the development of financial policy and strategic direction; ensures regulatory compliance in all financial matters and resource development activities; coordinates the acquisition of administrative services (such as office space, supplies, equipment); and coordinates day to day financial and administrative activities for the organization. Acts as privacy officer on behalf of the organization.

### Key Duties & Responsibilities:

#### Financial Management:

- Oversight of all accounting functions including cash receipts and bank deposits, accounts payable, cheque disbursements, bank reconciliation, monthly financial postings.
- Oversight of all payroll functions including maintenance of payroll records, employee direct deposit, and completion of legally required payroll documents such as record of employment, remittance to Receiver General, and annual preparation of T4's.
- Manage employee benefits program according to Human Resource Policies.
- Prepare monthly financial statements for all departments and review statements with appropriate staff, CEO and treasurer.
- Act as staff support to the Finance Committee.
- Prepare annual budget, analyzing and correcting estimates, in co-operation with CEO and Department Directors. Assist with final review of budgets in conjunction with Finance Committee for presentation to the Board of Directors.
- Administer budgets in consultation with CEO and Directors and ensure appropriate budgetary control.
- Manage United Way cash to yield maximum return according to investment policies as approved by the Board.
- Manage the Endowment Fund in consultation with the Investment Manager and the Treasurer/Finance committee, according to the policies as approved by the Board.
- Prepare all regulatory tax returns including Revenue Canada Charity Report (T3010) and GST returns.
- Develop and implement financial policies, systems and procedures.
- Recommend changes to procedures, operating systems, budgets and other financial control functions to the CEO, Finance Committee and Directors.
- Notify and report to CEO concerning any financial trends that are critical to the organization's performance.
- Ensures that Nevada and Lottery/Raffle licenses are obtained, guidelines are adhered to, final reports completed.
- Act as a liaison between the organization and its donors.



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### **Audit:**

- Ensure accurate schedules of assets, depreciation, and inventory is updated regularly.
- Oversee the annual audit including the preparation of all necessary documents and posting adjusting and closing entries to the General Ledger.
- Prepare year end audit statements for review by the Finance Committee and Board approval.

### **Campaign:**

- Ensure accurate donation records are maintained.
- Oversee charitable donation and receipting process ensuring regulatory compliance and timely delivery of receipts.
- Oversee pledge payment process ensuring pledges are recorded and receipted, as required.
- Monitor pledge payments quarterly and follow-up with outstanding accounts.
- Provide appropriate information on outstanding campaigns to campaign staff for follow-up upon completion of the annual campaign.
- Prepare and submit pre-authorized payments.
- Processes cash receipts, donations, and contributions from raffles and silent auctions resulting from campaign events.
- Oversee and process cash receipts from event ticket sales including Be a Goddess, Kick-Off, etc.
- Works with Campaign staff to secure direct mail providers, creating mailing lists, and oversees the creation of direct mail letters.
- Works with Campaign staff to implement employee campaigns including designing employee campaign canvasser envelopes, pledge cards and ensuring materials are printed in a timely fashion. On completion of employee campaigns, calculate employee awards for recognition
- Complete United Way of Canada surveys in conjunction with CEO and Campaign Staff.

### **Organizational & Community Development:**

- Ensure accurate donation records are maintained for department programs.
- Ensures timely payment of expenses related to department operation.
- Provides timely reporting to department staff regarding program financial status.
- Provides financial reporting to the Director to ensure budgetary control and monitoring.
- Reviews and evaluates special budgets created for grant programs initiated by the department. Generates specialized reports for completion of grant progress reports.
- Processes and posts any expenses from partnering organizations resulting from grants.
- In conjunction with the Director, ensures all grant payouts to partnering organizations are accurately recorded and payment made in a timely fashion.

### **Human Resources:**

- Responsible for the recruitment, selection, orientation and training, ongoing mentorship and performance of department employees and volunteers.
- Conducts evaluations and performance appraisals of department staff and volunteers.
- Establishes work priorities, delegates work to office staff, and ensures deadlines are met and procedures followed.
- Delegates related work duties to the appropriate individuals.
- Delegates and oversees work undertaken by administration employees on behalf of other departments.
- Identifies the human resource needs and recommends a course of action regarding these needs.
- Interview, recruit, co-ordinate, train and recognize office volunteers and part time or contract staff.



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### Computer Systems and Equipment:

- Act as System Administrator for the Computer Network
- Ensure all systems are up to date, efficient, and meeting the needs of staff.
- Ensure an annual and long term equipment maintenance and upgrade plan is developed.
- Ensure policies in place for security and appropriate use of the network and any other electronic assets.
- Backup network on regular basis.
- Work with the CEO to ensure all staff are trained in the software programs required.
- Oversees purchasing of new equipment and software in accordance with organizational policies.

### Property:

- Responsible for property management and oversees the purchase of required services (including janitorial, repair, maintenance) in accordance with organizational policies.
- Ensure an annual and long term property maintenance plan is developed
- Review and update insurance policies as required
- Establishes policies and procedures to ensure security of all property and capital assets.

### Resource Distribution and Agency Relations:

- Ensure agency allocations and designations are remitted.
- Ensure all designations are accurately recorded, payment issued and administration fee recouped according to Donor Choice policy.
- Act as a resource to member agencies with regards to financial issues.

### Education & Experience Required:

- A bachelor's degree or college diploma in business administration or a related administrative services field. An equivalent of job related experience is acceptable.
- 3-5 years of demonstrated experience at a senior level in business administration, finance or administrative services.
- 3-5 years of proven financial management experience. Experience in a non-profit environment is preferred.
- 2 years experience managing and directing employees and volunteers.

### Skills & Knowledge Required:

- Knowledge of computer systems, software applications and database administration.
- Knowledge or understanding of rules and regulations applicable to CRA, charities, and payroll and benefit administration.
- Knowledge or experience in financial and administration related to fundraising.
- Knowledge of Human Resource and Volunteer Management practices
- Excellent written and verbal communication skills.
- Ability to multi-task in a busy work environment.
- Proven management and administration skills in a high energy environment.
- Excellent interpersonal communication skills are required to build a solid stakeholder and inter-office relations.
- Conceptual, analytical and problem solving skills.
- Ability to show initiative, exercise good judgment, diplomacy, tact and courtesy to determine the appropriate course of action.
- Ability to be organized and self directed while working cooperatively in a team setting.



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#### Key Working Relationships:

##### CEO

The Director works in collaboration with the CEO on many facets of organizational operations and financial management. The Director provides timely and relevant information regarding programs, staff and volunteers. The Director supports the activities of the CEO and the United Way.

##### Administrative Clerk and Executive Assistant

The Director provides direct supervision and guidance regarding all department initiatives. The Director collaborates with the clerk and executive assistant to ensure integrity and efficiency of these projects.

##### Other United Way Staff

The Director is to work with all other United Way staff in a respectful and collaborative manner. The Director works in close partnership with other department directors in the development of budgets and budgetary control. For more details see the campaign and organizational & community development tasks lists.

##### Finance Committee

The Director acts as staff support to the finance committee providing financial reports and information relating to organizational finances.

#### Scope of Authority

The Director plans, organizes, directs and evaluates departmental programs. The incumbent oversees all expenditures, human resources and other department related items.

#### Supervisory Responsibility

##### Level of Supervision Received

The Director reports to the CEO and receives general direction on departmental management. However, most of the work of the Director is self directed.

##### Level of Supervision Given

###### *Direct*

Executive Assistant  
Administrative Clerk

###### *Indirect*

The Director provides indirect supervision to campaign and organizational & community development staff which may including delegation of department work in consultation with other Directors.

#### Mental Effort / Sensory Attention Requirements:

- Moderate to high

#### Physical Effort Requirements:

- Mild to moderate



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## **Working Conditions / Physical Environment:**

- Non-traditional hours are required due to deadlines or other operational issues.
- Work is completed in an environmentally controlled office building from 9am-5pm Monday to Friday.
- Two 15 minute break period are provided with one hour unpaid lunch break.

*I have read this Position Profile and understand the job requirements of this position and the expected standards of performance.*

\_\_\_\_\_  
**Signature of Incumbent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**