

DIRECTOR OF ADMINISTRATION AND FINANCE

ORGANIZATION NAME	JOB CATEGORIES	POSITION TYPE	REGION AND LOCATION(S)	CAREER LEVEL	SALARY
United Way Peterborough & District	<ul style="list-style-type: none">Accounting / Finance	Full Time	<ul style="list-style-type: none">Ontario - PeterboroughOntario - Eastern Ontario	Executive (Dept. head, director)	\$52000 - 55000



United Way
Peterborough & District
uwpeterborough.ca

The United Way of Peterborough is looking for a champion of excellence to lead the organization's administrative and financial activities. You think strategically, value team, roll up your sleeves, and have a commitment to improving our community. Aplomb, humour and robustness are abundant in you.

APPLICANTS SHOULD QUOTE: Director of Administration and Finance

Position Summary

The Director, Administration and Finance 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 actively advances a stakeholder-centric culture and utilizes stakeholder input to drive organizational decisions.

This position is responsible for the creation of timely financial reports for senior management 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; 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, and 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.
- Prepare annual budget, 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 HST returns.
- Ensures that Nevada and Lottery/Raffle licenses are obtained, guidelines are adhered to, final reports completed.

- Processes expenses resulting from impact/special projects and provides timely reporting to staff managing impact/special projects to ensure budgetary control and monitoring.
- Generates specialized reports for completion of grant progress reports.

- Recommend changes to procedures, operating systems, budgets and other financial control functions to the CEO, Finance Committee and Directors.
- Develop and implement financial policies, systems and procedures.
- Notify and report to CEO concerning any financial trends that are critical to the organization's performance.
- Act as staff support to the Finance Committee.

Organizational Audit:

- Ensure accurate schedules of assets, depreciation, and inventory are 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.

Donations Management and Donor Data:

- Ensure accurate donation and designation records are maintained and donor data is provided to Community Engagement staff as requested.
- Ensures donation and data processing supports customer/stakeholder service objectives.
- 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 Community Engagement Staff for account monitoring, campaign completion, and campaign planning.
- Prepare and submit pre-authorized payments.
- Process cash receipts, donations, and contributions from campaign and other United Way Peterborough events and ticket sales.
- Works with Community Engagement staff in the area of direct mail including securing direct mail providers, creating mailing lists, and the creation of direct mail letters.
- Works with Community Engagement staff to implement employee campaigns and upon completion of employee campaigns, calculate employee awards for recognition

- Ensure all agency allocations and designations are accurately recorded, payment issued and administration fee recouped according to policy.
- Ensure the accuracy of donor data and applicable revenue generation data within shared expectations of both revenue generation and financial accountability
- Act as a liaison between the organization and its donors responding to any requests regarding donation processing and receipting.
- Act as a resource to funded agencies with regards to financial issues.

Technology and Property Management:

- Ensure all systems and equipment are up to date, efficient, and meeting the needs of staff.
- Develop and manage an equipment maintenance and upgrade plan.
- Ensure policies in place for security and appropriate use of the network and any other electronic assets.
- Responsible for property management and oversees the purchase of required services (including janitorial, repair, maintenance) in accordance with organizational policies.
- Ensure a property maintenance plan is developed and implemented.
- Review and update insurance policies as required
- Establishes policies and procedures to ensure security of all property, capital assets and corporate data.

Human Resources (Departmental):

- Responsible for the recruitment, ongoing mentorship and performance of department employees, volunteers and placement students.
- Conduct evaluations and performance appraisals of department staff.
- Oversee Front Office operations including volunteer management and administrative processes.
- Delegates related work duties to the appropriate individuals.

Education & Experience Required:

- A bachelor's degree in business administration or commerce. An equivalent of job related experience is acceptable.

- 5 years of proven financial management experience at a senior level. Experience in a non-profit environment is preferred.
- 5 years of experience managing and directing employees and volunteers.
- CPA professional accounting designation is considered an asset.

Skills & Knowledge Required:

- Proven financial management and administration experience in a high energy environment.
- Demonstrated knowledge of legislation and regulations applicable to CRA, charities, and payroll and benefit administration.
- Knowledge or experience in financial management and administration related to fundraising.
- Knowledge of Human Resource and Volunteer Management practices.
- Knowledge of computer systems, software applications and database administration.
- Proactive and effective interpersonal communication skills required to build solid stakeholder and inter-office relations.
- Application of customer-centric relationship 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.

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.

Data Officer

The Director provides supervision and guidance regarding all department initiatives. The Director collaborates with Data Officer and administrative volunteers 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.

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 matters relating to the financial and administrative oversight of the organization. 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.

Send resumes by email to CEO Jim Russell C/O jrussell@uwpeterborough.ca