



Position Description

United Way of Peterborough & District

Finance Officer

Position Title: Finance Officer

Reports to: Director, Administration & Finance

Date :

Approved:

Position Summary:

The Finance Officer supports Administration and Finance Department in all areas, including reconciling data to ensure accuracy of information, assisting with finance projects, preparing and assisting with database entries, and overall operational support for the department and front office. The incumbent actively advances a stakeholder-centric culture and utilizes stakeholder input to drive organizational decisions.

Key Duties & Responsibilities:

Finance 40%

- Maintains organizational records pertaining to finance and audit
- Prepare bank deposits, ensuring accuracy
- Reconcile deposit against receipts journal, donation log or other necessary logs/data
- Gathers and compiles backup/ documents required for finance projects
- Assist and or manage additional projects as needed
- Assist in audit preparation
- Assist with budget creation
- Provides support to Director of Administration and Finance
- Reconciles database batches with receipts journal
- Logs batch numbers to ensure accurate tracking of all database entries
- Reviews database month end reports for reporting at department meetings
- Ensures the accuracy of database through reconciliation with receipts journal, Sage, other
- Reviews tax receipts for accuracy
- Notifies Director of Administration and Finance of any discrepancies
- Ensures that discrepancies are adjusted in all area's – RJ, Sage, Donation Log, Enterprise
- Process Point of Sale and Credit Card transactions
- Process monthly Credit Card donations and track payments, and make adjustments as necessary
- Reconcile event data with PI Department, Enterprise and Receipts Journal and compare to Sage

Donation Database 30%

- Prepares envelopes / donations for Data Officer
- Photocopies cheques and relevant information
- Gathers backup required for entry, contact donors to confirm information, logging into various sites to obtain necessary data
- Codes donations
- Enter new donors into database
- Assist Data Officer with keying into Enterprise
- Acts as backup for Data Officer
- Works with Data Officer on various projects – Campaign analysis planning and strategy
- Assists with filing system

Office Administration 20%

- Answering Phones and directing calls



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United Way of Peterborough & District

Finance Officer

- Greeting guest
- Sorting and delivering mail to appropriate staff
- Opening, date stamping and logging all donation cheques into Donation and Leadership Log
- Ordering supplies
- Coordinating deliveries and service workers
- Letter writing projects as required
- Attends meeting, records minutes, consolidates all discussions from the meeting attendees and prepares minutes
- Assist in the organization of the front office

Volunteer Management 10%

- Recruit new volunteers through multiple mediums
- Interview potential volunteers
- Conduct orientation training
- Maintain volunteer schedule
- Maintain volunteer personnel records
- Track volunteer hours
- Ensure that volunteers are well utilized

❖ Percentages are to be used as approximations, duties may be added/omitted or vary from those described.

Education & Experience Required:

- Post-secondary education with a diploma in Office Administration or equivalent of job related and educational experience is acceptable
- 3-5 years' experience in a similar role
- Demonstrated knowledge of Microsoft Office Suites programs, with intermediate level Excel skills
- Previous experience with database software – Enterprise, Abila, Blackbaud
- Knowledge and understanding of basic accounting principles with experience in financial support
- Experience in a not-for-profit environment is considered an asset

Skills & Knowledge Required:

- Possess strong leadership skills
- Project management skills
- Ability to manage concurrent projects under tight deadlines
- Able to work alone or in a team environment
- Excellent interpersonal communication skills for contact with the public, partners, and community stakeholders
- Ability to work effectively with other to set goals, resolve problems and make decisions
- Exercises good judgement, diplomacy, tact and courtesy
- High degree of self-direction, initiative, attention to detail and precision
- Demonstrated ability to lead and motivate volunteers and donors

Key Working Relationships:

Director, Administration & Finance



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Receives direction and guidance from the Director and provides him/her with information, advice, and recommendations as needed.

Other United Way Staff

The Finance Officer is to work with all other United Way staff in a respectful and collaborative manner. The Finance Officer will provide support to other United Way activities as required within the spirit and parameters of this position description.

Supervisory Responsibility

Level of Supervision Received

This position takes primary direction from the Director of Administration and Finance, for duties related to finance, database administration and volunteer management.

Level of Supervision Given

The incumbent will mentor and support volunteers that support UWP general office administration and financial/campaign related activities. The Finance Officer does not supervise any paid United Way employees.

Mental Effort / Sensory Attention Requirements:

- **Sensory effort** is considered Moderate to High, due to high/sustained level of written, verbal, and listening efforts required.
- **Mental effort** is considered High, due to high/sustained level of concentration and information synthesis required for the creation, construction, and maintenance of accurate databases, spreadsheets, and related documents/reports.

Physical Effort:

- **Physical effort** is low to moderate. Work is generally performed while sitting at a workstation. The incumbent will also use stairs to the second floor and basement, lift boxes of various materials, carry various materials, and bend/stoop/kneel/crouch to access low level files and other objects. Maximum weight lifted not to exceed 20 lbs.

Working Conditions / Physical Environment:

- At least 90% of work-time will be office based.
- The incumbent will work a traditional 35 hour work week. However, due to the nature of the position some non-traditional hours will be required.
- Work is completed in an environmentally controlled office building between the hours of 9:00am and 5:00pm, Monday to Friday (7 hours per day), with weekend and/or evening working hours on occasion.
- Two 15 minute break periods are provided with one hour unpaid lunch break.
- Incumbent must pass a criminal records check at the time of hiring.
- Access to vehicle and possession of valid driver license.

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

Signature of Incumbent

Date

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Revision Date:



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Finance Officer

Signature of Supervisor

Date