

## NORTH END REVITALIZATION INCORPORATED

### JOB DESCRIPTION

<b>Job Title:</b> Finance Controller	<b>Work Hours:</b> 8:30 am to 4:30 pm (5 days per week)
<b>Reports to:</b> Executive Director	<b>Location:</b> 509 Selkirk Avenue
<b>Incumbent:</b>	<b>Prepared by:</b> Simone Beaudet Human Resource Manager

#### JOB SUMMARY:

Under the direction of the Executive Director the Finance Controller is responsible to maintain and ensure the accounting and financial records are current and accurate, and provide the directors financial reports as required.

#### KEY RESPONSIBILITIES:

- Oversees all aspects of accounting including reporting, financial statements, budgeting, payroll, accounts receivable and payable
- Supervise the processing of all financial transactions to ensure that they are completed in a timely manner so that cash flow is maximized and that transactions are accurately coded to the appropriate cost centres and funding agencies
- Ensure that government reports, such as payroll remittances, T-4's, charitable returns, GST rebates and worker compensation, are completed and submitted to government agencies in a timely manner
- Manage banking relationships
- Prepare monthly and quarterly financial reports as needed and/or required
- Work with program managers and other directors to ensure that the financial reporting to funding agencies is accurate and completed in a timely manner
- Supervise the budget process and assist the program managers to ensure their projects remain within budget
- Project support
  - Provide support to project managers to prepare interim and final reports/budgets and statistics to funders
- Ensure we are financially accountable and responsible to all stakeholders

<b>Objective:</b>	<b>Typical Activities:</b>
• Daily Cash Flow Monitoring	• Review all cheque requisitions prior to cheque preparation
	• Review and enter all deposits prior to actual deposits
	• Release cheques as cash flow permits
	• Enter payroll immediately after payroll completed

<b>Objective:</b>	<b>Typical Activities:</b>
	<ul style="list-style-type: none"> <li>• Enter deposits immediately as deposits are being made</li> <li>• Enter mortgage payments as they are being withdrawn from chequing accounts</li> </ul>
<ul style="list-style-type: none"> <li>• Monthly Accounting Records</li> </ul>	<ul style="list-style-type: none"> <li>• Enter invoices for services provided</li> <li>• Enter budgets as they are approved</li> <li>• Enter month-end accrual entries</li> <li>• Reconcile the banking accounts immediately after month-end</li> </ul>
<ul style="list-style-type: none"> <li>• Quarterly Accounting Records</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare reports as required by management, the executive and the board such as: <ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Income Statement</li> <li>• Accounts Receivable Listing</li> <li>• Grant Receivable Listing</li> <li>• Deferred Revenue Listing</li> <li>• Budget to Actual Comparisons</li> <li>• Cash Flow Summary and Projections</li> <li>• Project Summary Report</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Year End</li> </ul>	<ul style="list-style-type: none"> <li>• Work together with auditors to complete the audit as required</li> </ul>

#### **FORMAL EDUCATION/TRAINING AND EXPERIENCE:**

<b>Education/Training:</b>	<b>Experience:</b>
<ul style="list-style-type: none"> <li>• University Degree or College Diploma in related field (Accounting CGA/CGA)</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a non-profit organization</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 2-5 years non-profit and/or for-profit accounting experience</li> </ul>

#### **OTHER KEY SKILLS/KNOWLEDGE:**

- Strong knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge and ability to develop internal control procedures
- Working knowledge of computer programs such as Word, Excel, and QuickBooks
- Attentive to detail to ensure quality of work
- Ability to manage and organize work efficiently
- Ability to work independently with little supervision
- Orientation to community service within a not-for-profit organization
- Ability to work as a team member and encourage an environment that fosters effective results
- Ability to be flexible and to respond effectively and positively in diverse relationships and environment

**PROFICIENCY IN THE USE OF COMPUTERS:**

- Word processing and database management
- Financial management
- E-mail and networked communication
- Internet research and communication

**PERSONAL CHARACTERISTICS:**

- Adhere to NECRC's core values of accountability, service and affirmation/inclusion.

**SUPERVISORY/RESPONSIBILITY:****A. Number of individuals directly supervised:**

Titles of positions directly supervised:

**B. Number of individuals indirectly supervised:**

Titles of positions indirectly supervised:

- In collaboration with management

**DECISION-MAKING AUTHORITY:****A. Decides on:**

- In collaboration with management

**B. Recommends:**

- In collaboration with management

**C. Participates in decisions with others:**

- Participates in corporate planning and as a member of the Management Team, assures progress towards strategic goals
- As a member of the Management Team, participates in making decisions and recommendations on NECRC corporate general operations, budget and financial planning, policy recommendations, and human resource needs for Board approval

**PROBLEM-SOLVING RESPONSIBILITY:**

- All matters financial in collaborative with the management team

**FINANCIAL AND MEASUREMENT DATA:**

- Produces financial statements, handles payroll, banks reconciliations, tracks revenues and expenses, budgets, financial policies etc.

**COMMUNICATION/KEY RELATIONSHIPS:****A. Internal Contacts within NECRC:**

Directors/managers/coordinators and staff

- Board Members
- NECRC Office Staff/Executive

- Co-workers

**B. External Contacts outside NECRC:**

- Funders (public and corporate)
- SEG Steering Committee
- North End BIZs
- North End social service agencies/organizations
- Other North End stakeholders
- General public

**WORKING CONDITIONS:****A. Location and Environment:**

The Finance Controller is located at the main office of the North End Community Renewal Corporation at 509 Selkirk Avenue, but some travel within the city is needed/required to meet job requirements

- Work-related tasks consist primarily of indoor office-based activities (the physical environment is stable and not a factor with regards to job performance)
- The standard work week is assumed but occasionally the Finance Controller will work evenings and weekends to attend meetings, or to represent the organization at public events

**B. Physical Effort:**

- Primarily light-duty types of office-related activities, but can be for extended periods of time (sitting, typing, etc.)
- Occasionally requires some physical strength to lift/carry office supplies

**C. Sensory Attention:**

- Sight required to operate computer for extended periods of time
- Hand-coordination to be able to use keyboards for extended periods of time
- Hearing needed to communicate with visitors, clients, co-workers, etc., either in-person or on the telephone

**OTHER COMMENTS (OPTIONAL):**

- Participates with the Management Team in making recommendations and decisions on NECRC corporate general operations, budget and financial planning, policy recommendations, human resource needs, including policy and compensatory reviews, for Board approval

**ACKNOWLEDGEMENT AND ACCEPTANCE:**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow NECRC Personnel Policy and perform any other related duties as may be required by their Supervisor.

I hereby acknowledge receipt of this Job Description and accept the above conditions of the position as outlined herein.

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Employee Signature

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Executive Director  
North End Community Renewal Corporation