



# Kermode Friendship Society

*Registered with Revenue Canada as a "charitable organization"*

3313 Kalum Street, Terrace, BC V8G 1A7

Phone 250-635-4906

Fax 250-635-3013

## **Job Description –Director of Finance (DOF)**

### **Summary:**

Reporting directly to the Executive Director, the Director of Finance provides record keeping services, Accounting functions such as including, but not limited to payroll, A/P, A/R and budgeting for the Kermode Friendship Society (KFS) and also prepares and submits monthly, quarterly, and annual finance reports to the KFS management, the Board of Directors and Program funding agents. The DOF also provides supervision to the bookkeeper.

### **Duties:**

Specifically this position shall be responsible for:

- Using Simply Accounting to maintain accounts receivables, payroll, MERCs & benefits and bank reconciliations.
- Ensuring CRA remittances are done accurately and filed in a timely manner
- The preparation of updated monthly financial statements for presentation to Kermode Friendship Society's management and board of directors.
- The preparation of quarterly and annual reports and budgets to federal and provincial funding agents and foundation in a timely manner.
- Oversee the preparation of budgets including reviewing and approving program budgets submitted by coordinators;
- Assisting the Program Managers and the Program Director to provide internal reconciliation of payable to program budgets.
- Reconciling monthly bank statements and canceled cheques, with general batches.
- Assisting the Program Managers and the Program Director in the design, preparation and population of all financial reports required for the timely submission of financial reports in compliance with all Kermode Friendship Society contracts.
- Receiving cheques ensures receipts are issued by the Secretary/Receptionist, prepares bank deposit slips and arranges for bank deposits.
- Ensuring account receivables are received and deposited, make postings to the appropriate receivable and revenue G.L. batch accounts.
- The ongoing update and maintenance of the payroll system and benefits program.
- For the preparation and issuance of T-4 slips.
- Preparation 'records of employment' forms as required by the Employment Insurance Act.
- Ensuring there is complete and accurate record of all organization financial transactions.



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- Providing the Kermode Friendship Board of Directors with the interpretation and review of monthly statements.
- Providing input into proposals that are being prepared to ensure all the financial needs of will be sufficiently met.
- Signaling areas of possible cash flow or deficit concern (variances) regarding program budgets and program expenditures.
- Ensuring financial statements are prepared in accordance with generally accepted accounting practices and pre-audit specifications.
- Cooperating and assisting the Auditor with the audit of financial statements and accounts.
- The participation in the annual audit
- Reviewing auditors recommendations to adjust or improve the organization's accounting system, makes Kermode Friendship Society Board of Directors approved adjustments.
- Providing input on financial administration policies & procedures, implements any Kermode Friendship Society Board of Director approved amendments.
- Preparing and submitting annual program reports and tax related returns.
- Ensures annual budgets are in compliance with funding agreement terms and conditions and presents budget to the Board for approval;
- Providing Budget formulation, justification and control training to program management staff as required.
- Providing training in the reading and interpretation of financial statements to new Kermode Friendship Society Board Members as required.
- Undertaking professional development training as directed by an approved training plan.
- Investigates and reports any suspected improprieties or malfeasance in the Society's financial management and administration and make appropriate recommendations.
- The DOF must report directly to the Board any financial irregularities or significant changes of which the Board should be made aware of.
- Keeps abreast of any changes in financial best practices and legislation and ensures that Kermode is in compliance.

**The Director of Finance is also responsible for supervising the bookkeeper and subsequent duties which includes but are not limited to:**

- Maintaining up to date account payables;
- Prepares CRA remittances;

April 11, 2014 FINAL  
Prepared by Cal Albright



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- Maintaining accuracy of invoices against purchase orders;
- Preparing invoice payment cheques, with supporting documentation, for authorized signing authorities;
- Preparing payables for all Kermode business;
- Maintaining the simply accounting system ensuring all coded ledger accounts are posted, totaled and balanced to the general ledger;
- Maintaining payroll and systems are kept up to date and accurate;
- Prepares pay cheques with documentation for signing authorities; and
- Post payroll balance to appropriate program account in the general ledger.

The Director of Finance is responsible that the Kermode Friendship Society's financial affairs are secure and that there is a sufficient back up system in place. The DOF carries out other performance of related duties as assigned by the Executive Director.

## **Statement of Qualifications**

### **Education & Experience:**

- 2 year Business Diploma with an accounting designation
- At least 3 years of bookkeeping experience with acceptable work references.

### **Knowledge, Skills & Abilities:**

- Proficient with Simply Accounting Software and downloads.
- Proficient with Microsoft Word and Excel knowledge of Mandatory Employment Related costs and reporting (MERC's).
- Possess superior bookkeeping skills.
- Possess accurate data entry skills.
- Demonstrate the ability to analyze and interpret financial statements.
- Prepares KFS annual budget for the consideration of the ED.
- Knowledgeable in the use and operation of office equipment.

### **Mandatory Requirements:**

- Willing to undergo a Criminal Record Check.
- Sign the Kermode Friendship Society Oath of Confidentiality form.

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- Three references required.
- Excellent computer skills.
- Excellent communication skills, both verbal and written.  
In-depth understanding of computerized accounting systems.
- Excellent working knowledge of MS Word, Quick-books and Excel.
- Accuracy and attention to detail while working under tight deadlines.
- Assertive, comfortable communicating with various types of individuals.
- May be eligible to join an accounting professional association.
- Good interpersonal and customer service skills.
- Billing experiences an asset.
- Good team player.
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- Ability to follow through and complete overlapping projects.
- Good organizational, time management and prioritizing skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Ability to interpret and implement company policies and procedures.
- Effective communication skills with individuals at all levels of the organization.

## **Working Conditions:**

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Lifting or moving up to 10lbs, may be required.
- Valid class 5 driver's licence.
- The DOF may be summoned by the Board to give a regular financial report.
- Some evening and week end work is required.
- Work on site at Kermode offices in Terrace, BC ;however some work may be done off site at the prerogative of the employer
- While the DOF is a fulltime job over time it may be possible to reduce the hours somewhat.