Upper Canada Leger Centre for Education & Training
133 King Street West, PO Box 337
Brockville, Ontario K6V 6Z1

Tel: +1-613-498-5037

JOB DESCRIPTION: FINANCIAL COORDINATOR

General Description
The Financial Coordinator oversees all aspects of financial management of the Centre including corporate accounting, regulatory and financial reporting, budget forecasting and budget preparation. In addition, the Financial Coordinator is responsible for the development, implementation and evaluation of all internal financial control policies and procedures.

Reports to
The Executive Director

Qualifications and Experience
- Certification as a Chartered Professional Accountant;
- Five years' experience in accounting and other financial positions;
- Knowledge of French would be an asset.

Duties and Expectations
The duties and expectations of the Financial Coordinator fall into four categories here referred to as competencies. Indicators for all four competencies are outlined below.

Competency 1: Knowledge
The Financial Coordinator is expected to provide direction and advice to the Centre on all facets of financial management in keeping with mandated (legal) pronouncements and best practices as these emerge in the field. The following indicators are to be used as a guideline in this competency.

The Financial Coordinator must know and understand:
- The mission and core values of the Leger Centre;
- All regulatory requirements that must be in place for the effective financial management of non-profit organizations such as the Leger Centre;
- Accounting procedures;
- The nature of the financial statements/reports/updates needed by the Centre for presentation to the Ministry, the various funding agencies, the Board and, as appropriate, the UCDSB Board;
- General ledger functions including audits, monthly and year-end updates and final closing procedures for the end of a budget cycle;
- A variety of accounting software including Excel, RBC Express, Sage 50 and other software as required;
- All CRA regulations pertaining to tax codes for non-profit agencies;
- How to complete yearly and accurately Ministry reports on various programs and services.

Competency 2: Skills
The Financial Coordinator is expected to possess a range of highly technical skills not just to manage the technology associated with the position but also to be able to comply with financial and accounting responsibilities inherent in the position. The following indicators are to be used as a guideline in this competency.

The Financial Coordinator must be able to:
- Oversee all financial aspects of the Centre including its own operational budget and the budgets associated with the Student Nutrition Program and the International Education Program;

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- Complete budget preparations for all of the above;
- Carry out daily a reconciliation of all transactions;
- Review very regularly invoices, cheques, direct deposits and payroll cycles to ensure accuracy and compatibility with budget lines;
- Conduct annual internal audits for the Student Nutrition and International Education Programs;
- Handle finance-related questions pertaining to the services offered by the staff of the Centre;
- Manage financial problems as they arise and, as a result of that, put in place on a continuous basis, new practices and procedures that address these emergent issues.

Competency 3: Values and Personal/Professional Qualities

The Financial Coordinator manages a complex budget which includes a plethora of funding sources and an equally varied set of programs and services to which funds are to be directed, accounted for and reported on. These functions need to be carried out with integrity and accuracy. The following indicators are to be used as a guideline in this competency.

The Financial Coordinator must be, and be seen to be:

- Highly attentive to detail;
- Proficient in the use of all technologies as required;
- Capable of handling multiple tasks and demands with equanimity, efficiency and effectiveness;
- Honest in exhibiting the highest personal and professional standards of his/her profession;
- Accommodating to others who require his/her services and expertise;
- Patient with those accessing his/her services from a limited perspective of not fully understanding the regulations, conventions and policies under which he/she is obliged to operate.

Competency 4: Mission Advancement

A Financial Coordinator is very much part of a maintenance function in any organization. When any organization moves in new directions or begins to provide a new and different range of services, however, the Financial Coordinator must find ways of accommodating those changes while still maintaining practices that are required under the law and by the various agencies to whom the Centre reports. The following indicators are to be used as a guideline in this competency.

The Financial Coordinator must:

- Continuously revise his/her practices to support new directions and initiatives;
- Ensure he/she remains abreast of new developments in accounting and financial software and practices as a means of continuing to bring new efficiencies to the management of the organization;
- Provide sound fiscal advice to the Executive Director and to the Board when each/both are considering new initiatives and need to consider the financial implications of their decisions.