

**Prince George & District ELIZABETH FRY SOCIETY**  
**Finance Program**  
**Program Coordinator 1/ Bookkeeper- Integrated**  
**Job Description**

Job Title: Finance Program Coordinator/Bookkeeper

**Job Summary:** The Finance Program Coordinator/Bookkeeper is responsible to plan, oversee, coordinate and direct the day to day accounting functions of the organization including payroll and benefit administration, providing direction to bookkeeping staff, and responsible for ensuring accounts payable, accounts receivable, and banking are completed. Responsible for balance sheet reconciliation, including coordination of documents required to produce reconciliations, financial summaries and reporting and assist the finance manager with preparing financial statements, reports and audit preparation. The coordinator will provide guidance and clarification to finance staff. Provide work direction, review work and ensure completion of tasks for the finance department. Provide guidance and clarification on policies and procedures to ensure compliance, and provide assistance to the financial manager in training of staff. Coordinator provides communication in a professional manner to Board of Directors, ED, Managers, staff, and stakeholders. Coordinator must have strong ability to maintain confidentiality and demonstrate a high degree of professionalism.

Grid Level 12

**Classification:** Integrated Program Coordinator 1/ Bookkeeper

**Reports to:** Finance and HR Manager

Provides Direction to: Bookkeeper and/or Administrative Assistant, as well as Janitor

**Key Duties and Responsibilities:**

1. Ensure all financial transactions are recorded in the computerized accounting system on a timely basis; Responsible for directing work for the finance team, review the documents the finance team produces and ensure all accounts payable functions and payments are made within established timelines; all accounts receivable functions are completed, including issuing invoices and following up on outstanding receivables
2. Responsible to provide work direction to ensure bank deposits are made in a timely manner
3. Reconcile balance sheet accounts and prepare adjusting entries for approval by the Finance Manager.
4. Prepare year end working papers and supporting documents as requested by the Finance Manager;
5. Complete payroll processing including new employee packages and maintenance of payroll records and reports, as well as seniority lists.
6. Provide work direction and review the work of Finance team to assist in payroll tasks
7. Prepare Records of Employment and T4 documents;
8. Responsible to provide work direction and ensure all payroll taxes and other deductions are correctly calculated and are remitted on time and that all required reports relating to payroll are filed on time;

9. Ensure proper authorizations and approvals from Program Managers, Executive Director, or Board of Directors for payroll and other expenditures are documented prior to processing;
10. Administer employee benefits within the benefits system including pensions, vacation and sick pay schedules, and direct and review finance staff for completion of benefits administration tasks.
11. Coordinate and direct the maintenance of the system for critical incident reports
12. Prepare and file online GST rebate claims
13. Has a working knowledge of the collective agreement to interpret and schedule required payments and increases. Answer enquiries from staff, providing clarification
14. Responsible for the Coordination and Tracking of financials (invoice/project manager approval/ funder approval/ funds deposited), for multi-source, complex projects, i.e. capital builds;
15. Provide work direction and input in the processing and preparation of financial and business forms as required
16. Participate in the preparation of timely monthly financial statements, coordinating with Finance team staff to ensure reports and task required for preparation of financial statements are completed in a timely manner.
17. Provide input and recommendations to the Finance Manager regarding procedures, policies, software and spreadsheets, that may be needed to perform the Finance tasks.
18. Collect and enter data and statistics for grant contract and funding compliance and direct the finance team to ensure the production of reports and documents as required per contracts are completed and submitted on time.
19. Assist the Finance Manager to support program managers in their understanding of financial information for their programs, providing clarification of reports.
20. Participate in the monitoring of cash flow and financial reporting
21. Responsible for establishing credit with vendors for approved expenditures, within authorized limits and overseeing established vendor accounts.
22. Responsible for coordinating and directing tasks for the maintenance of the filing system for all financial documents, including the capital asset ledger.
23. Assist the Finance Manager and/or Executive Director in creating financial reports;
24. Adhere to and uphold the organizations financial policies and procedures, as well as provide guidance and clarification of policies and procedures to staff ensuring all laws and regulations are complied with, accounting standards and licensing requirements are met and report any concerns to Finance Manager
25. Provides input to the Finance and Program Managers for preparation of program and Society budgets.
26. Provide assistance to the Finance Manager for training of staff
27. Liaise with stakeholders, staff, and vendors as needed, communicating in a professional manner with a feminist based perspective.
28. Attend finance department and company-wide meetings
29. Coordinate and provide administrative back-up services on an as-need basis within the office
30. Coordinates building janitorial and maintenance needs, identifies and liaises with SD#57 on any building maintenance issues
31. Recruits, selects, dismisses, orients, trains, monitors and provides support to program volunteers.
32. Other duties as assigned

### **Qualifications:**

Minimum diploma in accounting or business administration, or a related field.

### **Training and Experience**

- Minimum of two years of recently related experience in accounting or equivalent combination of education, training and business experience, as well as advanced knowledge of bookkeeping and generally accepted accounting principles.
- Requires expertise in the areas of accounting practices, financial policies and planning, and allocation and controls of approved budgets. Excellent ability to reconcile balance sheet accounts.
- Strong ability to coordinate work requirements and provide task distribution and clarification
- Strong ability to compile statistics and records management data, policies and procedures, faced with multiple demands with time pressures to finish specific job tasks.
- Excellent problem solving, analytical and critical thinking skills, ability to identify, adapt and apply procedures and approaches to address irregular situations, while maintaining compliance with regulations.
- Superior attention to detail and tracking down answers. Excellent coordination and organizational skills.
- Excellent ability to apply analysis and interpretation of finance operations and choose an approach using accepted procedures to plan, implement and oversee operation of the finance program.
- Strong ability to maintain confidentiality and demonstrate a high degree of professionalism.
- Excellent computer literacy including accounting software and excel.
- Excellent accounting skills, strong understanding of business principles and practices.
- Excellent written and oral communication skills. Honesty and integrity