

Date Prepared/Revised: **March 28, 2024**

Job Title: **Finance Manager**

Title of Immediate Supervisor: CEO

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JOB SUMMARY

Supervised by the CEO, and working in close collaboration with the Treasurer, the Finance Manager is responsible for implementing, evaluating, and maintaining systems and processes of financial management, human resources administration, and office administration. The Finance Manager is responsible for developing financial, budget and investment controls and reporting; directing effective and efficient office, human resource administration procedures and standards; managing contracts/leases of the organization and ensuring adherence to all applicable regulatory requirements.

In particular, the Finance Manager ensures that Rowing Canada Aviron is compliant with all federal and provincial funding partner financial reporting requirements, provides the CEO and Treasurer with detailed and up-to-date financial reporting information for Board and staff review, recommends policy and procedure related to the financial and human resources operations of the organization, and maintains the organization’s information, and records.

RESPONSIBILITIES & DUTIES

1. Responsibility: Finance

Duties include:

- Supervise the bookkeeping functions of the organization ensuring the timely and accurate, recording of daily cash receipts, processing of accounts payables and receivables, bank reconciliations, invoicing, collections, inventory, and payroll (QuickBooks, Excel)
- Oversee employment Agreements, Payroll and Benefits Administration. This includes ensuring compliance with Provincial employment standards, and execution of staff payroll and benefits administration and payments.
- Oversee the issuing of tax receipts to donors, ensuring compliance with CRA and RCA reporting standards and policies.
- Prepare quarterly cash flow and financial reports for the CEO and Treasurer through to the Board and to each program area ensuring up-to-date information for RCA staff. Analyze variances from the approved budget and recommend adjustments as deemed necessary.
- Prepare quarterly reports and annual reports for Sport Canada, the Canadian Olympic Committee, the Canadian Paralympic Committee, Own the Podium, the Coaching Association of Canada, and any other funding partners as required.
- Working with the CEO, coordinate and oversee the overall budgeting process for the organization, preparing the necessary financial information, communicating funding guidelines and ensuring compliance with all requirements as set out by Sport Canada, Own the Podium, COC, and other major funders.
- Prepare for, and coordinate, the annual audit and any other special audits that may occur from time to time.
- Attend to all other general accounting responsibilities for the association.
- Prepares and ensures that all government and other required annual returns are filed by their deadlines. This includes GST/HST rebates, Charity (RCAAA) Return,

Corporations Annual Return, WorkSafe BC Annual Return, Ontario Employer Health Tax Annual Return.

2. Responsibility: Policy, Procedure and Record Keeping

Duties include:

- Working with the CEO, support the development of Operational and Human Resource Policy and Procedure and maintain the Operational and Human Resource Policy and Procedure Manuals for the organization.
- Working with the Treasurer and CEO, responsible for developing, maintaining, and updating the Financial and Operating Policies of the organization and ensuring these are keeping with the standards and expectations of the Board of Directors and in accordance with the policies and Bylaws of the Corporation and any standards, legal requirements as set by RCA's external funders and regulators.
- Recommend policy and procedure to the CEO, the Treasurer and the Board that ensures effective financial systems and controls for the organization and reflects best practice in the not-for-profit sector.
- Oversee development of central record keeping system within the organization to ensure that all historical records and documents are accurately and effectively managed for the long term.

3. Responsibility: Event and Project Support

Duties include:

- Provide financial management and logistical support to RCA special activities (National Conference, Annual General Meeting, special events); oversees special projects of the organization, and undertakes other duties as reasonably assigned.

QUALIFICATIONS

Education:

- Postsecondary education in accounting, financial management, business administration or equivalent.

Other Experience or Training:

- Minimum of five years' experience working in a financial management capacity within a sport or, not-for-profit organization.
- Expertise in managing all financial aspects including budgeting, monthly reporting, and annual audits.
- Familiar with human resource policy and procedure, compensation, employment law and benefit program administration would be an asset.

Technical Skills:

- Knowledge and experience with QuickBooks or similar accounting program are required.
- Proficiency with MS Word, Excel, SharePoint, and MS Teams

Other Qualifications:

- Excellent organizational, administrative and leadership skills.
- Great attention to detail and ability to develop, implement and maintain the policies of the organization.
- Superior verbal and written communication skills
- Self-starter and ability to work independently with minimal supervision.
- Bilingualism an asset

DEGREES OF SUPERVISION

- Responsible to the CEO and works closely with the CEO, and the Treasurer in the day to day management of his/her/their responsibilities.
- Makes recommendations to the Board of Directors through the CEO and Treasurer on financial and policy related matters.
- Responsible for the supervision of the Finance and Administration Coordinator (1.0 FTE and student interns as required).