

JOB DESCRIPTION

FINANCE COORDINATOR



Macdonald-Headingley
R E C R E A T I O N D I S T R I C T

POSITION TYPE: Part-time (21 hours per week)

REPORTS TO: Recreation and Community Services Manager, Macdonald-Headingley Recreation District

DESCRIPTION

The Finance Coordinator for the Macdonald-Headingley Recreation District is responsible for, but not limited to managing MHRD finances, payroll, and benefits, in addition to providing financial support to valuable community partners and general support to MHRD operations.

RESPONSIBILITIES

- Manages employee benefits
- Supports the preparation of the annual budget and creates monthly budget reconciliation reports
- Prepares monthly and year-to-date income statements and monthly balance sheets
- Submits necessary paperwork for the annual financial audit
- Performs all functions of accounts payable and receivable and maintains accurate records of requisitions and invoices
- Receives and verifies invoices and requisitions for goods and services
- Manages credit cards, deposits and banking on behalf of MHRD
- Processes payments & refunds
- Manages payroll
- Completes general clerical responsibilities related to MHRD programs and grants
- Maintains efficient and accurate data entry and bookkeeping
- Supports day-to-day office operations

QUALIFICATIONS

Skills:

The Finance Coordinator must demonstrate the following skills:

- Strong technical skills in accounting procedures and practises
- Detail orientated

- Analytical
- Adaptable
- Excellent written and oral communication skills

Knowledge:

The Finance Coordinator must demonstrate the following:

- Proficiency in QuickBooks
- Proficiency in Payworks
- Proficiency in Office 365 (Word, Excel and Outlook)
- Knowledge of accounting procedures and practises
- An understanding of the philosophies and principles associated with the benefits of recreation and community development.
- Knowledge of municipal recreation services and principles – understanding the theory and practice of planned recreation activities, organizational and volunteer development and their application to personal and community development.

Ability:

The Finance Coordinator must demonstrate the following personal attributes:

- Ability to work with minimal supervision and in a team environment
- Ability to maintain effective working relationships
- Ability to cope with change and adversity
- Ability to maintain confidentiality
- Ability to manage multiple priorities and meet deadlines in a professional manner

Education and Experience

- Grade 12 supplemented by a post-secondary program in accounting or related work experience.
- Minimum 3-5 years accounting experience, preferably in the municipal field.
- Experience with QuickBooks and Payworks

Working Conditions:

- Travel using a personal vehicle is a requirement for this position.
- General office hours are 8:30 am – 4:30 pm.
- Occasional requirement to work irregular hours to support operations
- MHRD team members are expected to be flexible in their expectations of job duties as we endeavour to serve the municipalities of Macdonald and Headingley as efficiently and effectively as possible.