



## **Job Title: Financial Coordinator**

Accountability: Responsible to the Executive Director

Staffing: 21 hours/week (Permanent/Part-Time)

Salary Range: \$25,000-\$26,000

### **OVERALL RESPONSIBILITIES**

Oversee, manage, and administer HCCI's finances; ensuring accuracy and accountability while adhering to the organization's vision, mission, policies and anti-racist/anti-oppressive framework.

### **Specific Responsibilities**

#### **Budget**

- In conjunction with the Executive Director and Governance Council Finance Committee, the coordinator will develop, manage and evaluate the annual budget.

#### **Financial Management**

- Coordinate and attend Governance Council Finance Committee meetings
- Develop and review HCCI's financial policies and procedures in conjunction with the Executive Director
- Maintain ongoing communication with the Executive Director and Treasurer regarding HCCI's plans, trends, and concerns
- Ensure up-to-date knowledge of Canada Revenue Agency, Charities Directorate legislation and any other relevant legislation/policies and comply with all requirements
- Ensure compliance with all funders; requirements and contractual agreements
- Ensure compliance with all federal and provincial legislation associated with payroll administration
- Ensure compliance with all privacy legislation
- Ensure file security and maintenance

## **Fund Development and Fundraising**

- Act as staff liaison to the Fundraising Committee
- In conjunction with the Executive Director, provide leadership in researching, applying for and implementing fund development initiatives (grants, fundraising activities, donations etc)
- Oversee donor recognition and issuance of charitable tax receipts
- Manage donor database and expand the database

## **Reporting**

- Report budgeted and actual revenues and expenditures, quarterly to the Finance Committee, Governing Council, and to staff
- Prepare and report reasonable year-end forecasts, quarterly to the Finance Committee, Governing Council and staff
- Ensure the preparation of annual audited financial statements
- Ensure the submission of the annual charitable return to the Canada Revenue Agency
- In conjunction with the Executive Director complete reports to funders
- Provide records of employment, letters of employment and employee information as required

## **Account Management**

- Review and research all contracts and accounts with vendors
- Review, research and negotiate insurance coverage in compliance with funders; requirements and ensuring appropriate Director's and Officer's Liability coverage and Commercial Liability coverage
- Manage financial investments and bank accounts
- Liaise with auditor, brokers, vendors and financial service representatives

## **Bookkeeping & Accounting**

- Work with bookkeeper
- Ensure accrual-based accounting in accordance with GAAP
- Ensure the allocation of revenues and expenses to appropriate programme and/or fund categories
- In conjunction with the bookkeeper and in compliance with HCCI financial policies and procedures, manage the following:
  - Cash flow
  - In-house payroll
  - Purchases, payments, accounts payable
  - Donations, receipt of funds, deposits, accounts receivable
  - Staff and volunteer expenses
  - Petty cash
  - Fundraising and event revenues and expenditures
  - Year-end accounting procedures
- Maintain proficiency in Microsoft Office, Microsoft Excel, Accounting Softwares, Donor database systems, and security software.

## **Other**

- Sit on relevant internal and external committees
- Participate in shared staff responsibilities