



# ASSINIBOINE COMMUNITY COLLEGE

## POSITION DESCRIPTION

**Position Title:** Manager Finance & Budgets  
– Advancement

**Division:** Advancement & External Relations

**Classification:**

**Supervisor's Title:** Vice-President Advancement

**Staff Year No.:**

### POSITION SUMMARY

Reporting to the Vice-President Advancement, this position is primarily responsible for the daily accounting functions of the Advancement area of the college.

The incumbent is responsible for the Advancement annual budget, development and enhancement.

The Manager Finance & Budgets – Advancement & External Relations researches issues, analyses problems, determines approaches, compiles data and implements solutions as part of everyday functions, which include interfacing with and coordinating activities between various internal departments, work is generally of a critical and time sensitive nature.

This role includes ensuring all accounting standards are adhered to, provides direction and guidance to staff and volunteers of the Foundation Board to ensure outputs are consistently meeting changing College needs.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

#### STAFF SUPERVISION & COORDINATION:

- Provides support to Fundraising Support Officer including guidance and general direction for day-to-day operations, process improvements, project assignments and troubleshooting direction.
- The supervisor completes annual performance reviews, which incorporate various objectives, and staff development needs.
- Assists in the recruitment of staff for new and/or existing positions or vacancies.

#### ACCOUNTING:

- Performs the day-to-day accounting functions for the Foundation:
  - accounts payable, including vouching and payments
  - accounts receivable, including invoicing, deposits and gifting
  - monthly bank and investments reconciliations
  - receipting of charitable donations (cash and GIK)
  - monthly interest allocation
  - posting all entries to the general ledger
- Determines cashflow requirements and transfers excess cash on hand to investments.
- Ensures all monies are accompanied with the relevant paperwork and are appropriately processed and receipted.
- Prepares the Manitoba Scholarship and Bursary fundraising and disbursement report for submission to the Province.
- Responsible for reviewing, investigating and file maintenance of stale-dated cheques.

**RESPONSIBILITIES AND ACCOUNTABILITIES**

- Maintains the Financial Edge accounting software and ensures the Raiser’s Edge program is integrating properly.
- Prepares and submits government remittances for the Foundation i.e. GST and PST.
- Runs various reports for Foundation staff, including donor history and outstanding pledge reports.
- Assists with donor recognition and appreciation initiatives
- Records scholarship and bursary disbursements on student accounts in Colleague
- Quarterly reconciliation of scholarships and bursaries disbursed and accounts for accurately in Financial Edge against the corresponding projects.
- Responsible for co-ordinating the year-end audit and ensures all required information is prepared and provided in a timely manner.
- Prepares information for consolidation with the College audited statements.
- Performs year end close in Financial Edge once audit complete
- Acts as the Treasurer to the Foundation Board:
  - Attends regular board meetings
  - Prepares fundraising progress report
  - Prepares assets, funds transfer, and undesignated funds usage resolutions
  - Coordinates the Finance & Investment committee and schedules annual audit and investment review meetings as well as any other adhoc meetings as necessary.
- Responsible for co-ordinating with investment organization related to Foundation Investments
- Prepares annual T3010 and submits to CRA
- Prepares financial information for annual Impact Report to Donors

Internal controls

- Reviews departmental processes on an ongoing basis, to ensure they are relevant to the current operating environment.
- Determines changes required in departmental processes to improve cycle time, reduce cost and improve human resource allocation.
- Reviews information and/or transactions for compliance with CRA rules.

General ledger

- Responsible for maintaining the integrity of the chart of accounts and projects for the Foundation
- Responsible for monitoring sub-ledger and general ledger activity
- Responsible for posting error resolution.

Technology troubleshooting and enhancement

- Reviews application software usage and functionality to determine the most effective methods for completion of work.

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

Staff Positions Directly Supervised \_\_\_\_\_

Staff Positions Indirectly Supervised \_\_\_\_\_ 1 \_\_\_\_\_

**Other Key Relationships:**

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

This position will work closely with the Vice-President Advancement who will provide guidance and review and approve the release of any financial information related to Foundation operations. This position also liaises with both internal and external customers on an ongoing basis and an element of good customer service must be provided.

**KNOWLEDGE, SKILLS, ABILITIES, OTHER**

- Completion of a recognized accounting designation (CPA, CA, CMA, CGA)
- Individual must have a good sound knowledge of accounting methodology and practices and have experience in a computerized accounts receivable/accounts payable software system.
- Excellent knowledge of computer systems, merging of data and computer applications is essential i.e. Microsoft Excel and Word.
- Must possess a good understanding of the CRA regulations for charitable organizations.
- Demonstrated ability to work under pressure and multitask with deadlines under minimal supervision.
- Good oral, written and interpersonal communication skills.
- Must work well in a team setting; be well organized and flexible to complete all assignments.

**OTHER COMMENTS**

- Knowledge of computer systems logic would be an asset in this position for downloading and uploading of data to databases.
- The incumbent must show an ability to deliver consistent accuracy in the preparation and reporting of financial information.
- Maintains knowledge of new developments throughout the organization.
- Participates in self-improvement opportunities and takes responsibility for own professional growth.
- Attends meetings and workshops required to perform the duties of the position.

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

\_\_\_\_\_  
Date