

H.O.M.E.S. - JOB DESCRIPTION

**MANAGER OF ACCOUNTING SERVICES**

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<b>JOB TITLE</b>	Manager of Accounting
<b>JOB GOAL</b>	To conduct the financial affairs of the Society in accordance with standards of good accounting practice. To maintain the administrative support services of the Society in the most effective, efficient and responsible manner possible, encouraging, promoting and maintaining the professionalism of the Society.
<b>DEPARTMENT</b>	Administration
<b>EDUCATION</b>	Formal training related to the job goal. <i>Preferred:</i> Certification as a Chartered Accountant. Certification in a recognized business administration program.
<b>EXPERIENCE</b>	Minimum 5 years supervisory experience at mid- to senior-management level of a large organization. Experience in senior financial management. Ability to communicate effectively both verbally and in writing. Ability to work independently but within a team setting. Experience in working with computerized financial and data retrieval systems.
<b>OTHER INFORMATION AND REQUIREMENTS</b>	Criminal Record Search Physician's letter stating that the prospective employee's health is sufficient for the job.
<b>REPORTS TO</b>	Executive Director
<b>TERMS OF EMPLOYMENT</b>	Confirmed employment after successful completion of initial 6 month probation period. Annual performance appraisals.
<b>HOURS OF WORK</b>	As required to ensure the smooth operation of the Finance and Administration Department.
<b>SALARY RANGE</b>	Commensurate with qualifications and experience.

## MANAGER OF ACCOUNTING SERVICES

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### DUTIES

The position includes but is not limited to the following duties.

#### ***General***

- To ensure the maintenance of all accounting records and related controls and the application of proper methods and systems.
- To supervise and control the receipt, custody, banking, investment and disbursement of Society funds.
- To prepare financial, accounting and statistical statements, reports and information.
- To control or recommend for control the application of expenditures within current operating and capital budget guidelines and to reflect current revenue trends.
- To ensure the confidentiality of all financial and statistical information as such pertains to the Society, its clients and personnel.
- To prepare and develop annual operating and capital budgets for the Administrative Services Department in accordance with guidelines as set down and subject to approval by the Executive Director.
- To prepare for audit all financial and other records and information as required.

#### ***Personnel***

- To administer the selection, hiring, training, supervision, valuation, disciplining and termination of all administrative staff.
- To develop and maintain a team management approach to the Administrative Department.
- To implement and supervise a system for evaluation of all Administrative staff.

#### ***Personnel Records and Payroll***

- To compile and maintain personnel files on each and all employees.
- To ensure the accurate preparation and distribution of all payrolls and the submission of all government payrolls and personnel information.
- To administer all staff benefit plans including the processing of claims.

#### ***Banking and Cash Control***

- To record deposits, withdrawals and transfers of funds.
- To report on cash flow and other financial matters to the Executive Director.
- To administer all funds.
- To maintain and administer all individual client trust accounts, providing reports as required.
- To ensure preparation of monthly bank reconciliations.
- To invest funds surplus to immediate needs with a goal of gaining highest possible return.

## MANAGER OF ACCOUNTING SERVICES

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- Insurance***
- To administer all Society insurance coverage and to recommend adequate coverage for all Society assets and employee liability.
- Mortgages and Leases***
- To administer all mortgages and leases undertaken by the Society and to prepare annual reports required for on-going funding.
- Accounts Payable***
- To ensure the review of all invoices and purchase orders, to process them for payment, and to resolve any discrepancies.
  - To reconcile all accounts.
  - To complete all credit applications and to ensure the correct use of all Society accounts and credit cards.
- Revenue and Receivables***
- To ensure that all government billings are correctly made and that occupancy and achievement grant forms are prepared and submitted as required.
  - To ensure that invoices for all services and products of the Society and its departments and divisions are accurately prepared and submitted, and that payment for such services and products is received.
  - To receive and process all revenues including donations and membership fees.
- Administration***
- To ensure that policies adopted by the Board of directors with regard to Administration and the functioning of the Society are implemented in the most effective, efficient and responsible manner available.
  - To develop, implement and maintain an on-going process for the evaluation and up-grading of all administrative, financial and data processing functions.
  - To ensure that the administrative, contract and other records of the Society are maintained in accordance with business standards.
  - To ensure the provision of administrative and secretarial services as required by the various departments and divisions of the Society.
  - To ensure maintenance of all client and member lists in current condition.
- Organization***
- To be a member of the Senior Management Team and to represent Administration Department staff and services to that team.
  - To promote and aid in the growth and development of the

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**MANAGER OF ACCOUNTING SERVICES**

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Society.

- To undertake and complete such research and development projects as may be required by the Executive Director.
- To attend all regular meetings of the Board of Directors.