

**Position:** Finance Officer

**Term:** Part-time, Permanent

**Salary:** Dependent upon experience and skills

**Location:** Flexible, can be home-based or office-based out of Saskatoon

**Start Date:** As soon as possible

## POSITION OVERVIEW

The primary role of the Finance Officer is to create, implement, and manage the financial, accounting, and administrative practices, processes, and policies that contribute to the overall operation of AITC-SK in a financially responsible and sustainable manner consistent with regulatory requirements.

The Finance Officer provides high-level support and backup for the Executive Director, participates in the identification, funding, and implementation of key initiatives and projects identified in the operational plan, contributes to the development and maintenance of positive relationships with AITC-SK stakeholders, and shares accountability for the successful achievement of the goals and objectives in the operations plan.

## KEY ACCOUNTABILITY AREAS

AITC-SK uses an integrated system for accounting that includes Quick Books Online, Concur (staff and credit card expenses), Payworks (payroll) and Donor Perfect (donations and sponsorship tracking). The fiscal year is January 1 – December 31, and an audit is completed each year.

### 1. Financial Sustainability

- 1.1. Coordinate and complete a variety of financial functions. I.E. Monthly financial statements, bank deposits, audit activities, reports to regulators.
- 1.2. Accurately record taxes and file tax reports to ensure compliance with GST, PST, HST guidelines.
- 1.3. Prepare information for the bookkeeper for data entry of accounts receivable, accounts payable, bank deposits, staff expenses, and company credit cards.
- 1.4. Complete monthly reconciliation of all accounts.
- 1.5. Approve and process information from Concur and Payworks.
- 1.6. Complete year-end accounting activities I.E. Entering year-end allocations and adjustments, provide year-end documents to accountant, participate in internal/external audits.
- 1.7. Complete year-end documentation and reporting required for charities.
- 1.8. Lead and manage the annual audit, ensuring a smooth and effective process

- 1.9. Develop and coordinate the implementation of financial practices, policies and procedures that are compliant with all regulatory bodies and legislative requirement and minimize risk to the organization.
  - 1.9.1. Ensure accounting activities comply with sound business practices, legislation, regulations, external and internal policies, and procedures.
  - 1.9.2. Ensure documentation of accounting systems and processes are current.
  - 1.9.3. Compile all financial information required for funding reports.
  - 1.9.4. Review and recommend updates to Financial Controls as required.
- 1.10. Create and manage the administration of donations, grants, and sponsorships according to the process developed with Fund Development Manager.
- 1.11. Provide financial reports/statistics and requested information to ED, Board, and other staff.
- 1.12. Participate in the preparation, monitoring, and reporting related to the budgetary aspects of organizational projects.
- 1.13. Participate in developing annual budgets linked to delivering annual operational plans and/or projects. Monitor revenue and expenses on an ongoing basis and deal with variances to budget.

## **2. Payroll & Benefits Administration**

- 2.1. Process all aspects of payroll cycle using Payworks
  - 2.1.1. Set up new employees on payroll and benefits system
  - 2.1.2. As required, adjust pay and/or benefits on an ongoing basis
  - 2.1.3. Track time and attendance for payroll purposes
  - 2.1.4. Ad-hoc, monthly and annual government reporting I.E. ROE, T4's, TDI forms
- 2.2. Administer and process staff benefits I.E. Pension plan, health benefits, sick leave, vacation, etc.
- 2.3. Tracking and maintenance of staff records and hours worked for each activity.
- 2.4. Answer staff queries related to payroll and benefits.

## **3. Organizational Support**

- 3.1. Develop and implement cross-functional administrative processes that support the organization's overall effectiveness and efficiency.
- 3.2. Identify, recommend, and purchase office equipment and electronic tools.
- 3.3. Assist in coordinating board meetings, maintaining corporate board records as per regulatory requirements, and responding to board requests.



3.4. Prepare staff contracts and updates as directed by Executive Director.

3.5. Prepare information for and participate in quarterly board finance and audit committee meetings.

## COMPETENCIES REQUIRED

- Apply sound judgment and prudence when making financial decisions.
- Maintain updated knowledge of financial reporting requirements and applicable provincial and national laws and regulations related to AITC-SK charitable status
- Technical expertise in accounting and professional standards
- Advanced knowledge and skill in applying accounting and financial reporting software (Quick Books Online, Concur)
- Knowledge of taxes (PST, HST, GST) and rules.
- Perform detailed numerical computations and reports.
- Prepare financial reports for grants and funders.
- Understand and apply current government and employment legislation regulations and reporting.
- Time management and organizational skills to set and meet established timelines within defined budgets.
- Excellent verbal, written, and active listening skills
- Problem-solving skills

## PERSONAL ATTRIBUTES

- Demonstrate a strong commitment and passion to make a contribution to agricultural education.
- Demonstrates leadership attributes and behaviors
- Ability to work independently with minimal direction while demonstrating the ability to exercise mature judgment, prioritization and organizational skills.
- Strong interpersonal skills with a demonstrated ability to establish and maintain effective working relationships and successfully interact with stakeholders and peers.
- Keeps information confidential.
- Process and detail-orientated.

## QUALIFICATIONS AND EXPERIENCE

- Minimum three (3) years of progressively responsible accounting experience within the non-profit/charitable environment.





- 2+ years of payroll and benefits administration
- Above average written and oral communications skills and ability to present information to, and work with stakeholders, external partners, and co-workers.
- Strong technical expertise in accounting and professional standards
- Advanced proficiency with accounting software (Quick Books online)
- Highly proficient use of Microsoft Office suite, in particular Word, and Excel
- Proficient and accurate data entry skills
- Basic knowledge of electronic tools (software, databases, website, telecom)
- Professional accounting designation (CMA, CGA, CA) an asset

Please submit your resume and cover letter to [Dena@aitc.sk.ca](mailto:Dena@aitc.sk.ca).

The deadline for applications is June 7, 2023.

