

Financial Administrator

Term: Part-time to Full-time (if board support included), Permanent

Salary: \$55,000 - \$68,000

Location: Flexible, ideally Saskatoon but not essential

Start Date: As soon as possible

Agriculture in the Classroom Sask Inc. (AIRC-SK) is a registered charity that inspires students to care about their food and the people involved in producing it. Working with educators across the province, we invite K-12 students to get curious and grow their own personal connection to agriculture through innovative, experiential programs and resources. Learn more at www.airc.sk.ca.

POSITION OVERVIEW:

We are seeking a skilled and detail-oriented **Financial Administrator** to manage and oversee our organization's financial sustainability, payroll, and organizational support activities. The ideal candidate will have a strong background in finance, accounting, and payroll administration, and be able to work efficiently in a cross-functional environment.

KEY RESPONSIBILITIES:

1. Financial Sustainability

- Oversee various financial functions, including monthly financial statements, bank deposits, audit activities, and regulatory reporting.
- Ensure accurate tax recording and compliance with GST, PST, and HST guidelines.
- Manage accounts receivable, accounts payable, bank deposits, staff expenses, and credit card transactions.
- Perform monthly account reconciliations and approve/process information using Concur and Payworks.
- Lead year-end accounting tasks such as allocations, adjustments, and audit preparation.
- Manage year-end documentation and reporting for charities.
- Lead and coordinate the annual audit, ensuring the process is efficient and accurate.
- Develop and enforce financial policies and procedures that comply with relevant legislation, regulatory bodies, and best business practices.
- Ensure up-to-date documentation of accounting systems and processes.
- Provide financial data for funding reports and assist with updates to financial controls.
- Manage donations, grants, and sponsorships with the Fund Development Manager.
- Prepare and present financial reports to the Executive Director, Board, and staff.
- Participate in budgeting, monitoring organizational expenses, and managing budget variances.



2. Payroll & Benefits Administration

- Administer the complete payroll cycle using Payworks, including setting up new employees, adjusting pay and benefits, and tracking time and attendance.
- Handle government reporting such as ROE, T4s, and TD1 forms.
- Manage staff benefit programs, including pension plans, health benefits, sick leave, and vacation.
- Maintain accurate staff records and address payroll and benefits-related queries.
- Prepare and update staff contracts in consultation with the Executive Director.

3. Board Support for the Executive Director (*included in responsibilities if full-time position)

- Assist the Executive Director with the preparation and coordination of board meetings, including drafting agendas, compiling reports, and ensuring accurate records of board decisions.
- Maintain corporate board records in compliance with regulatory requirements.
- Respond to board requests for financial or organizational information in a timely manner.
- Participate in quarterly board finance and audit committee meetings, providing relevant financial data and insights.
- Support the Executive Director in drafting and distributing minutes, ensuring clear communication with board members.

QUALIFICATIONS:

- Experience in financial management, accounting, and payroll administration.
- Familiarity with tax compliance (GST, PST, HST), year-end accounting, and audit processes.
- Strong knowledge of Payworks, Concur, and financial reporting tools.
- Excellent attention to detail and organizational skills.
- Ability to work collaboratively across departments and with senior leadership.
- Professional accounting designation (CMA, CGA, CA) an asset.

If you have the skills and experience to ensure our organization's financial health and operational efficiency, we encourage you to apply!

APPLICATION DEADLINE: October 4, 2024

Please submit your resume and cover letter with the subject heading: *Financial Administrator* to careers@aitc.sk.ca. Please indicate if you are interested in part-time or full-time including board support.

