



Financial Administrator

December 2015

PURPOSE OF THE POSITION

The Financial Administrator will provide services to the Shuswap Christian Education Society, King's Christian School and King's Christian Preschool that will ensure accurate financial records are maintained.

SCOPE

This position reports directly to the School Administration. The Financial Administrator will work closely together with the Finance Committee and Board Treasurer in order to maintain open lines of communication. He/she will make recommendations to the Finance Committee which will provide review and support. The Financial Administrator will perform work, including but not limited to engaging with the diverse financial picture of King's Christian School; purchasing materials and equipment; completing tax receipts and drafting budgets; conducting invoice activities; paying vendors for delivered materials; providing inventory support; and performing clerical/administrative functions.

RESPONSIBILITIES

1. GENERAL

- a. Provide and control accountability over the assets and monetary funds of the school
- b. Maintain a central accounting system with proper backup procedures
- c. Maintain appropriate files
- d. Prepare a budget for the next school year for approval by Board and Society
- e. Maintain up-to-date insurance policy and liability coverage
- f. Maintain inspection records and insurance for school buses and other vehicles
- g. Respond to inquiries from families regarding their account
- h. Post other general journal entries
- i. Inform Finance Committee of bank balance as requested

2. GOVERNMENT

- a. Prepare all government financial documents and returns as required
- b. Ensure the school stays within government regulations relating to charity finances
- c. Maintain good working relationships with external auditors, government representatives and insurance brokers, etc.
- d. Maintain all government remittances and reports
- e. Provide all necessary financial data and assist external auditors in the preparation of the annual Financial Statements and Eligible Student Audit
- f. Maintain a record of Secular Costs and post to general ledger as per CRA requirements

3. INTERNAL SCHOOL ACCOUNTS

- a. Ensure internal controls of miscellaneous monies coming into the school
- b. Keep accurate record of various accounts within the school (ex: missions, grad, bursaries and Scholarships, etc.)
- c. Manage budget to ensure individual budgets are not exceeded

4. ACCOUNTS RECEIVABLE

- a. Collect non-tuition receivables, school donations, ministry funding, etc
- b. Maintain accurate records of all non-tuition receivables

5. ACCOUNTS PAYABLE

- a. Submit invoices of expenditures and account distribution
- b. Maintain accurate records of all payables
- c. Gather all payables and complete payment
- d. Record in the Accounts Payable ledger when authorized
- e. Pay all accounts in an efficient and punctual manner

6. PAYROLL AND STAFF

- a. At the start of each year set up new payroll accounts
- b. Maintain monthly payroll and direct deposits and all related payments
- c. Prepare and distribute T4, ROE, etc.
- d. Maintain a benefits package for the staff, in coordination with Administration and Finance Committee
- e. Explain deductions and benefits to staff members as requested
- f. Work with Administration to ensure all teacher contracts are signed and filed appropriately

7. TUITION AND COURSE FEES

- a. Give support and guidance to tuition services where needed

8. DONATIONS

- a. Prepare Tax Deductible Receipts for direct donations and that portion of tuition allowed by CRA
- b. Record all donations that are received directly by the school

9. BANK

- a. Prepare all non-tuition deposits and take to the bank
- b. Transfer funds between chequing account, accumulation account, and term deposits in order to maximize interest received (Administration approval required)
- c. Provide continuous monitoring of bank balances, transferring as necessary
- d. Complete monthly bank reconciliation
- e. Manage and execute non-tuition Electronic Fund Transfers

10. REPORTING

- a. Prepare monthly budget report and budget comparisons for review by the Administration and Finance Committee for presentation to the School Board by the Treasurer
- b. Provide ad hoc reporting to the Administration when requested, on any aspect of the accounting system

KNOWLEDGE, SKILLS AND ABILITIES

- Recognized employment as a Bookkeeper
- Extensive knowledge of Simply Accounting with proven experience
- Maintenance of accurate accounting records to Monthly Trial Balance

- Ability to prepare financial reports as required by external auditors
- Preparation of annual budget
- Preferably previous experience in a charitable organization or an independent school
- Implementing and performing internal control checks and standards
- Presenting facts and arguments clearly and logically
- Working with diverse groups
- Coordinate budget processes while performing complex financial, statistical, budgetary and cost analyses

The above statements are intended to describe the general nature and level of work being performed by the Financial Administrator. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.