



4-H Foundation of Alberta Finance and Administration Manager

Department: 4-H Foundation of Alberta

Benefits: We offer an unique and exciting work environment, a competitive wage, pension and benefits package, 2 (two) weeks' vacation pro-rated in the first year, and opportunity for advancement.

Hours: 40 hours per week; 8:30 am - 4:30 pm week days.

Position Summary: Reporting to the Chief Executive Officer, the Finance & Administration Manager will be responsible for the day-to-day management of the finances and accounting functions and will provide accurate and timely information including analysis, budgeting, and financial forecasting and reports. The 4-H Foundation of Alberta is a not-for-profit organization with approximately 5500 4-H members, 2000+ 4-H leaders, and is celebrating its 100th anniversary in 2017.

Typical duties: Responsibilities of this role include, but are not limited to:

- Conduct all accounting transactions and operations including tracking income and expenses; reconciling bank statements; preparing chart of accounts, journals and general ledger; analyzing accounts; preparing and updating financial statements and reports.
- Provide advice and guidance on all accounting matters including financial systems, record keeping, CRA compliance and new business endeavours as they relate to finances and accounting.
- Manage the payroll function, including setting up of new hires, tracking days off, vacation and maintaining the data.
- Manage and track employee benefits and pension plan administration.
- Manage numerous bank accounts.
- Prepare reports with accuracy and detail and submit the monthly, quarterly and year-end close reports including variance reports as per deadlines.
- Ensure that accounting activities are in accordance with established legal regulatory and that financial controls and policies are understood and met.
- Work with the CEO to formulate budgets and input same into the accounting software.
- Prepare financial review documents and work with external auditor on the annual audit.
- Ensure CRA compliance.
- Other related duties as required, including cross-training on donation revenue administration.

Requirements:

- Solid understanding of basic accounting payable / receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Strong working knowledge and experience in SAGE accounting and payroll software.
- High degree of accuracy and attention to detail.
- Considerable experience and knowledge of CRA policies, deadlines and filing requirements for not-for-profits.
- Customer service orientation skills, willing attitude and a positive, friendly personality.
- Be comfortable with multi-tasking and multiple deadlines.
- A degree or certification in accounting, finance or business administration.
- Past experience working for a non-for-profit and 4-H knowledge/experience would be considered assets
- The 4-H Foundation of Alberta's main office is located at Battle Lake, but working location for this job is flexible.
- This posting will remain open until a suitable candidate is selected.
- Questions can be directed to 4-H Foundation CEO at jones@4hab.com or (403)869-3528.