

# Canadian Federation of Agriculture

<b>Job Title:</b>	Finance Manager
<b>Reports To:</b>	Executive Director

## Job Purpose

The Finance Manager is responsible for all aspects of the accounting system, up to and including Financial Statements.

## Duties and Responsibilities

### 1. Financial Management:

- Preparation of cheques/direct payments (accounts payable and payroll).
- Preparation of invoices and deposits, including tracking membership and registration fees.
- Maintain appropriate cash flow level and invest excess funds.
- Reconciliation of bank accounts and other general ledger accounts.
- Preparation of all government remittances (EITD, EHT, HST, QST).
- Preparation of monthly financial statements.
- Preparation of draft budget.

### 2. Project Management:

- Financial management of accounting aspects of special projects.

### 3. Audit

- Liaison with the Auditors.
- Preparation of schedules for auditors (before the audit starts).

### 4. Meeting Support:

- Attend and participate in Board/Executive meetings as required
- Submitting monthly Lobbyist Communications Reporting for CFA staff.

### 5. Office administration

- Maintaining office supplies
- Liaison with Computer IT consultants
- Participation in Building Committee

## Qualifications

- University degree or College diploma in accounting or related field.
- Three to five years' experience
- Able to work independently and meet deadlines.
- Strong organizational skills
- Ability to work under stress

- Knowledge of agriculture industry is an asset.
- Bilingualism an asset.

### **Working Conditions**

Part-time position – 25 hours per week

### **Physical Requirements**

<b>Approved By:</b>	
<b>Date Approved:</b>	
<b>Reviewed:</b>	