

## **Finance Manager**

Paid Staff

### **Supervision**

The incumbent shall report to the Station Manager.

### **Purpose**

The purpose of this position is to oversee and account for all financial activity of Scarborough Campus Community Radio while ensuring maximum efficiency and transparency.

### **Responsibilities**

#### **Maintenance of Financial Records**

- Keep financial records of the Corporation up-to-date by analyzing and recording transactions in the organization's accounting software

#### **Preparation of Annual Audit**

- Create the package of supporting documentation for the Corporation's auditors
- Provide any other information or support that is needed by the Audit Committee or the Corporation's auditors for the preparation of the annual audit

#### **Budgeting and Fiscal Accountability**

- Serve on the Budget & Planning Committee of the Corporation
- Track budget dollars remaining and prepare monthly spending and variance reports for the Station Manager
- Prepare periodically the financial statements of the Corporation including, but not limited to, the balance sheet, the statement of income and expenses, the statement of accumulated equity, and the statement of change in financial position

#### **Financial Controls**

- Collaborate with the Board of Directors and the Treasurer to design and implement financial control systems
- Ensure that financial controls are adhered to and report to the Board of Directors about their effectiveness

#### **Securing External and Internal Funding**

- Research and write-up of financial proposals

As well as other related activities that may from time to time arise.

## **Time Commitment**

Approximately 15-20 hours per week.

## **Requirements**

### **Skills**

- Able to collect, process and analyze detailed information
- Able to exercise utmost accuracy and attention to detail
- Able to communicate effectively both verbally and in writing
- Able to effectively manage own time
- Able to work independently with minimal supervision

### **Knowledge**

- Knowledge of generally accepted accounting principles
- Knowledge of accounting concepts and procedures as they relate to data entry, reconciliation, variance analysis, financial statements, internal financial controls, etc.
- Familiar with QuickBooks software is an asset
- Strong command of the English language

### **Other attributes**

- Integrity and an excellent work ethic
- Quick learner
- Reliable, responsible, and dependable
- Willing to take on responsibilities and challenges
- Demonstrates initiative

## **Training and Development**

- General orientation about the nature and purpose of Fusion Radio and the position
- Specific on-the-job training about Fusion Radio's financial policies and procedures