

OFFICE SUPPORT – FINANCE

July 2021

Responsibility

- The primary function of the Office Support Finance is to record and reconcile SACAs financial transactions and prepare payments in accordance with instructions provided by the Finance Committee. The Office Support Finance completes month end reporting and prepares financial reports for the Treasurer. The GM hires and supervises the Office Support Finance with financial guidance provided by the Treasurer.

Competencies

- The Office Support Finance possesses:
 - a. strong knowledge of cloud based accounting processes and procedures, experience with Xero, HubDoc and RBC PayEdge would be considered an asset
 - b. good knowledge of GAAP accounting principles

General Duties

- The Office Support Finance:
 - a. Maintains and reconciles the SACA General Ledger
 - b. Handles Accounts Payable and prepares all payments
 - c. Handles Accounts Receivable and identified overdue accounts
 - d. Completes month end financial reporting
 - e. Assists with financial reporting to external agencies such as the AGLC
 - f. Assists with audit requirements, as directed
 - g. Facilitates LEAF transactions- receivables and payables
 - h. Prepares and processes GST payments
 - i. Maintains digital filing repository of financial documents
 - j. Willingness to periodically provide cover for the Office Support General personnel is an asset.

Evaluation

- The GM sets direction for the Office Support Finance and assesses performance, with the support of the Treasurer and/or Finances Committee as needed.