

CMHA - Shuswap/Revelstoke Branch **Job Description**

JOB TITLE: Finance & IT Coordinator

REPORTS TO: Manager of Finance & Administration, Executive Director

LOCATION: CMHA Office @ 433 Hudson Avenue NE, Salmon Arm, BC

JOB SUMMARY:

This position is an integral part of the organization and is focused on systems for information technology, accounts payable, accounts receivable, payroll and reconciliations.

RESPONSIBILITIES:

- **Information technology** - performs information systems duties related to support of computer hardware and software such as:
 - Provides support related to hardware, software, application programs, and basic network communications by performing duties such as determining problems, explaining functions to users, and demonstrating applications. Refers complex problems to vendors and senior staff.
 - Performs installation, upgrading, preventative maintenance, and routine repair and troubleshooting of hardware, and software such as desktop applications, and makes arrangements for complex repairs.
 - Identifies requirements for new and modified computer hardware and software and makes recommendations.
 - Prepare and maintains a variety of documentation and reports such as system documentation and user guides.
 - Develop policies around safe use and ensure security of our networks and data in conjunction with CMHA-BC IT.
 - Oversees our organization's SharePoint for users, teams, security and back-end monitoring.
 - Maintain inventory of physical technology and provide recommendations for replacements.
 - Manage existing websites on the back end and updating.
 - Manage wi-fi networks and passwords.
 - Performs security administration duties such as monitoring the security of equipment and data, and creating, documenting, adding, and deleting users, groups, access profiles, and passwords. Backs up data and provides recovery services as required.
 - Provide insight to Office 365 applications and create processes for automated workflows.



- **Finance** – performs complex duties related to payroll, accounts receivable and accounts payable, such as:
 - Prepares and verifies the accuracy of accounting reports and records such as balance sheets, income statements, monthly and quarterly financial reports, annual T4 and T4A slips and draft budgets, and collects information required for audits.
 - Verify expense account codes and accuracy to general ledger accounts, departments, and programs.
 - Performs payroll and accounting functions including posting to the general ledger, reviewing journal entries, reconciling, and balancing payroll data.
 - Develops work procedures, and ensures that department standards are maintained, transactions are accurate, and deadlines are met.
 - Provides input on policies and operational requirements to the manager.
 - Works with auditors to design, maintain, and prepare account reconciliation and analytic working papers.
 - Performs cash management duties such as reconciling bank statements, maintaining and balancing petty cash accounts.
 - Process and reconcile payroll to ensure accuracy amounts paid to employees, receiver general, benefits, pension and WCB remittances.
 - Assists with budget development of payroll related items.
 - Perform analysis and summaries such as calculating retroactive payments and entitlements for employees.
 - Prepare various reports as requested.
- Organize and file financial records as required by the organization and by law.
- Performs other related duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- Grade 12.
- Accounting Certificate and/or Diploma in Computer Science.
- Recent, related experience of three years; or an equivalent combination of education, training, and experience.
- Excellent time management, organization and problem-solving skills.
- Able to work efficiently as a part of a team as well as independently.
- Proficiency in Sage and/or Arcori software.
- Proficient knowledge of the Microsoft Office 365 Suite, especially in Excel, Word, SharePoint and Teams applications.
- Attention to detail in all areas of work.
- Able to work well under pressure and meet set deadlines.
- Ability to install, upgrade, operate, troubleshoot, and maintain computer equipment and software applications.
- Ability to identify, investigate, assess, document, and resolve software and hardware problems.
- Ability to do mathematical and financial calculations.
- Knowledge of practices and procedures related to accounting and payroll.
- Valid BC driver's license.
- Physically able to perform the job.