



Position Description

Position:	Finance Associate
Reports To:	Finance & HR Manager

This Position Description is a general description of the duties, purpose, responsibilities, and scope of a job, along with the title of the job, and the name or designation of the person to whom the employee reports. It is not an exhaustive list of all the duties, functions and tasks associated with the position. The Position Description is intended to be used in conjunction with the terms set out in the employment agreement, and the CMRITO policies regarding administration, human resources, and others that set out employees' responsibilities and accountabilities to the CMRITO, the Registrar & CEO, and other staff.

Scope of the Position

Working under the direction of the Finance & HR Manager ("the Manager"), the Finance Associate ("the Associate") will assist the Manager in administering the financial affairs of the CMRITO including the recording, receipt and disbursement of the CMRITO funds and maintaining the financial records. The Associate will assist the Manager in budget preparation, audit and financial reporting.

This position description outlines the nature and level of work and results expected. It is not designed to provide an exhaustive list of activities rather to outline the scope of the job and the expected results.

Key Responsibilities

Reporting directly to the Manager the Associate is responsible to:

Finance

1. Receive and process invoices for payment, code expenses based on budget allocations and process electronic fund transfers (EFTs) for CMRITO expenses
2. Receive and process Council and committee members' remuneration and expense reimbursements

3. Assist the Manager in the preparation of the annual budget and 3-year financial plan by preparing various expense schedules to support account allocation in the budget
4. Review and reconcile CRM revenue reports from the registration program area with cash received in the current account
5. Prepare monthly banking reconciliation of revenue and expenses
6. Assist in record keeping and preparation of quarterly financial statements
7. Assist the Manager in the maintenance of the CMRITO's assets inventory by recording capital assets additions and disposals and maintaining the Depreciation Schedule
8. Assist the Manager in the preparations for the annual audit of the CMRITO by the preparation of spreadsheets, schedules and listings for the auditors
9. Assist the Manager in maintaining the organization's HOOPP Pension plan by preparing and submitting monthly contribution reports (MCR)
10. Assist the Manager in the preparation of payroll
11. Assist the Manager in maintaining all financial records in the system

Information Technology

1. Maintain the accounting system ensuring accurate and up-to-date information of vendors and suppliers
2. Maintain the automated accounts payable system ensuring accurate information is exported to the accounting system
3. Participate in the development of new IT supports, systems and processes regarding the accounting system and the automated accounts payable system

Other Support Services

1. Respond to vendor inquiries
2. Participate in implementing business continuity plans when necessary
3. Support the Manager, Registrar & CEO and Directors in project management
4. Other duties as assigned

Requirements/Qualifications

1. College Diploma in Business or Accounting required at a minimum
2. Experience in Microsoft 365, knowledge of Sage Accpac (300) is seen as an asset
3. Minimum three years of experience in full cycle bookkeeping including accounts payable, receivables, payroll, and bank reconciliations
4. Excellent communication skills both verbal and written
5. Team player and able to work independently
6. Outstanding organizational skills both analytical and problem solving
7. Attention to detail and accuracy
8. Ability to work with confidential documents
9. Ability to manage multiple tasks and achieve deadlines under pressure
10. Must exhibit the CMRITO values of integrity, equity, diversity and inclusion, trustworthiness, transparency, professionalism and respect