
Community Futures Peterborough

Financial Administrator and Program Coordinator

Position Description

Deadline to apply: Friday November 22, 2024

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PURPOSE

The Financial Administrator and Program Coordinator is responsible for the financial administration, general accounting functions and program coordination within CFP. They will provide support to the Loan Manager and assist in loan administration duties. In addition, the Financial Administrator and Program Coordinator is responsible for all Board Administration and coordination of the Community Advancement Program (CAP).

RESPONSIBILITIES

1.0 FINANCIAL OPERATIONS

- Provides bookkeeping and accounting services for all CFP activities.
- Monitors and updates operating and project budgets every month, identifies areas of improvement, and suggests and implements corrective actions following approval.
- Processes all accounts payable and accounts receivable.
- Processes and posts loan payments through the bank and TEA, completes bank deposits, processes payments, and manages and balances Petty Cash.
- Manages reconciliations, including bank, credit card, and reconciling TEA, to Sage, to bank account.
- Manages and processes payroll and related remittances; organizes and maintains employee files and associated databases.
- Leads annual budgeting, assisting in the preparation of budgets, outlooks, and expenses.
- Assist the process and activities of external auditors, including preparation for year-end audit files.
- Works with the controller on the income statement and balance sheet.

2.0 ADMINISTRATIVE OPERATIONS

- Prepare cheques and documentation for administration purposes on all accounts as necessary.
- Prepare and complete FedDev Claims and Reporting quarterly and annually.
- Manage all aspects of Board and Committee Administration, including scheduling meetings, setting up My Committee, taking minutes, and maintaining accurate minute books. Assist and support in CAP intake and reporting, including responding to initial inquiries, pre-evaluation of applications, meeting with clients (when needed), as well as project follow up and funding disbursements.
- Support to Loan Manager and Business Advisory Centre staff as required.



3.0 LOAN ADMINISTRATION

- Process all loan files once the offer to finance has been executed by the client and ensure all documents required are accurate and filed accordingly.
- Responsible for the development of all loan retirement documents.
- Work with Loan Manager to conduct 90-day reviews of PPSA and loan term renewals.
- Provide backup for Loan Manager with the support of the Executive Director.
- Book and coordinate Annual Reviews for Loans Manager and client.

4.0 MINIMUM QUALIFICATIONS

- College diploma in Accounting, Business or other relevant.
- 5+ years experience in a financial management or similar position, preference to supporting a small or medium-sized organization with AP/AR experience.
- Experience in a professional office.
- Intermediate knowledge of computer software applications including Sage, MS Office Suite, Google Suite, and database applications.

5.0 KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrable working knowledge of accounting and finance procedures and policies.
- Proven ability to effectively present financial, strategic, and comprehensive information to senior management.
- Ability to provide strategic advice and evaluation of funding applications.
- Exceptional time management and organizational skills, ability to meet strict deadlines.
- High attention to detail to provide accurate, consistent, and timely financial information.
- Must be a continuous learner and able to work in a changing sometimes fast-paced environment.

6.0 ACCOUNTABILITY GUIDELINES

Works within the policies and procedures established by the Board of Directors and within the legislative parameters affecting the operations of the Corporation.