



**LUTHER COLLEGE
POSITION DESCRIPTION**

Position Title: Finance Manager

Reports To: Director of Finance

Duties: The Finance Manager is responsible to the Director of Finance for the financial and accounting functions of Luther College's High School campus. These include student billing and receivables, accounts payable, payroll and human resources administration, production of timely financial reports, cash management and regulatory compliance in areas such as GST and payroll.

Responsibilities: The areas of responsibility are as follows:

1. Student billing and receivables through the ongoing management and administration of this function by:
 - Maintaining all student accounts using the financial edge accounting software;
 - Recording charges and receipting payments;
 - Recording and administering scholarships, bursaries and financial aid;
 - Collection of accounts and maintaining regular communication with students and families.
 - Ensuring the necessary policies and control procedures are in place.
 - Performs account reconciliations, calculates tuition donation receipts and prepares year-end working papers for auditors.

2. Is responsible for performing duties related to all aspects of the accounts payable function including:
 - Checking, verifying and coding invoices and travel claims and either forwarding for payment processing or performing this function as necessary;

- Ensuring payments are authorized, data entry, printing cheques for signature, mailing of cheques and filing.
 - Vendor statement reconciliation, preparation of spreadsheets and journal entries to calculate and allocate costs, and inter-campus payables and receivables reconciliation.
 - Maintains a petty cash float and credit card for high school reimbursements and purchases.
 - Ensuring the necessary policies and control procedures are in place.
3. Is responsible for liaising with the Accounting and Payroll Officer to assist with the administration of High School payroll as required by:
- Providing support for payroll data collection if requested.
 - Assisting employees to understand the payroll and benefits process as required.
 - Assisting with reconciliation of payroll liability accounts as requested.
 - Acting as back-up for the Payroll Officer for processing of the High School payroll.
4. Responsible for preparing timely monthly and ad hoc financial reports for the high school campus by:
- Working with the Director of Finance to establish reporting requirements and then managing the process necessary to produce financial reports.
 - Ensuring the general ledger and chart of accounts is structured to allow for the required recording and tracking of financial information needed to support financial and management reporting requirements.
 - Ensuring monthly close schedules are completed as required.
 - Reviewing or preparing and posting the necessary month-end journal entries
 - Preparing appropriate supporting schedules and maintaining working papers.

5. Responsible for assisting the Director of Finance and Financial Analyst with the annual Budget process by:
 - Helping to establish the annual Budget preparation process and then managing that process.
 - Compiling and maintaining working papers and assumptions used to develop the Budgets.
 - Providing information and assistance to department managers as required both during the preparation process and throughout the year to monitor approved Budgets.
 - Identifying Budget issues throughout the year and recommending or initiating corrective actions.
 - Producing variance reporting and analysis as required including during the year-end audit.
6. Reporting to external organizations by preparing:
 - GST returns.
 - Responses to requests for data from government agencies.
7. Participates in cash flow management, performs daily bank deposits, processes interact refunds or payments, reconciles the operating fund bank account, initiates electronic funds transfers, processes student PAP's, etc.
8. Performs general ledger maintenance as required.
9. Reconciles and administers the annual government grant submission, data reconciliation and collection process.
10. Is responsible for preparing journal entries to distribute expenses and to record adjustments as needed following account reconciliations.
11. Other related responsibilities as required.

Qualifications:	<p>The incumbent will possess an under-graduate degree in a related area or be a graduate from a recognized technical school (such as SIAST) and have a minimum of 5 years of related experience. An accounting designation is an asset.</p> <p>An in-depth knowledge of accounting procedures related to accounts payable and accounts receivable are required, as is the ability to work independently.</p> <p>Skill in the operation of a personal computer and current desktop software and experience working with an accounting program (such as Financial Edge) is required.</p> <p>The incumbent must have effective communication and writing skills.</p>
Decision Making:	<p>The incumbent makes regular decisions concerning the accurate recording of transactions, in recommending policy changes and when presenting financial reports and analysis.</p>
Confidentiality:	<p>The incumbent routinely works with confidential information related to the College's business operation which includes financial aid information, and personal information of staff, faculty and students. This information must be kept strictly confidential and the incumbent must comply with all requirements of The Freedom of Information and Protection of Privacy Act.</p>
Supervision:	<p>The incumbent may be required to supervise temporary staff who may be hired from time to time.</p>
Contacts:	<p>The incumbent is routinely in contact with College administrative staff and faculty, students and their families, suppliers, members of the Board of Regents, government agencies, donors and the general public.</p>
Environment:	<p>The work is performed in an office environment and requires attention to associated safety procedures and practices. Irregular or extended hours may be required from time to time, particularly for special events such as LIT, graduation or the Musical.</p>