



Financial Administrator Position at Halton Hills Christian School in Georgetown

Are you a detail oriented, self-motivated individual with strong analytical and problem-solving skills? Do you have excellent verbal and written communication, and confidentiality? Are you able to provide excellent customer service, think creatively to find efficiencies in the ability to manage funds and ongoing reports? Are interested in being part of a team of people who love Jesus Christ, children, and Halton Hills Christian School?

If you can answer “yes” to those statements and you possess a university degree or college diploma in Accounting with at least three years of financial management experience, then you need to consider working at Halton Hills Christian School in Georgetown.

Access our website at <https://www.haltonhillschristianschool.org/> to find out more about our school’s mission and vision. See job description below for this position. If what you read resonates with you, then send your cover letter, resume, proof of qualifications, and a statement of faith electronically to Angie Bonvanie, Principal, at principal@hh-cs.org.

The application deadline is Monday, May 29. We thank all who submit their materials. Due to the number of anticipated responses, only those selected for our interview process will be contacted.

Job Description - Financial Administrator

Job Title - Financial Administrator

Reports to – Principal

Time - Part-time with Full-time potential

Updated - April 2023

Position Purpose:

Responsible for managing and performing all the Finance functions of the school and ensuring the accuracy of all financial records.

Key Responsibilities:

Payroll and Benefits

- Complete monthly payroll in quick books.
- Prepare payroll remittance payments and journal entries.
- Liaison with benefit provider regarding benefit enrollment, termination, and changes.
- Interact with staff on payroll/benefit enrollment and questions.

Accounts Receivable and Accounts Payable

- Manage Accounts Receivable and Accounts Payable
- Prepare donation receipts (in the Donor Manager system) as needed.
- Prepare monthly invoicing and handle collections, as necessary.
- Process a weekly cheque run.

Finance

- Provide accurate, timely, and relevant recording, reporting and analysis of financial information.
- Create and maintain a master tuition spreadsheet to manage family tuition payments and receipts. Manage collections as necessary.
- Assist the Admissions Director in the annual registration process and as needed.
- Liaise with CIBC as necessary for all banking changes.
- Assist in the annual budget preparation.
- In conjunction with the Principal, prepare a quarterly latest estimate. (or as needed)
- Manage the year-end review with the external audit firm.
- Prepare and submit an annual Edvance package.

- Assist in the preparation/submission of the annual T3010 and the Ontario Business Registry.
- Process, create the annual donation tax receipts and child tax credit.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Maintain the Quickbooks, RBA and Donor Manager systems.
- Attend Finance Committee meetings.

Key Competencies

- Demonstrate strong passion for Christian education.
- Excellent customer service: anticipate, understand, and respond to the needs of parents and supporters to meet or exceed their expectations.
- Creative/Innovative: finds efficiencies in ability to manage funds and ongoing reporting.

Job Qualifications

- A university degree or college diploma in Accounting.
- At least 3 years of financial management experience.
- CPA designation preferred but not mandatory.
- Having worked in a not-for-profit environment is an asset.
- Intermediate to advanced skills and knowledge of Excel as well as google suite.
- A clear and current criminal and vulnerable sector search record.

Personal Characteristics

- Flexible, Approachable, Strong Team Player.
- Detail oriented with strong analytical and problem-solving skills.
- Trustworthy and maintains confidentiality.
- Self-motivated, organized and multitasker.
- Desires to continue to grow and develop professionally.