JOB DESCRIPTION

| **Title** | Financial Administrator |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The Financial Administrator will be responsible for generating financial reports, maintaining financial records, and formulating financial policies for [Organization Name]. This position’s responsibilities include working closely with the executive team and other stakeholders to support the financial health of the organization.

The ideal Financial Administrator is well-versed in accounting and financial practices and regulations, and has excellent computer, communication, and organizational skills. This position requires an individual who is detail oriented and analytical in order to succeed.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Create and manage the budget;
* Generate monthly reports about the financial health of the organization and present them to the treasurer;
* Keep financial records and establish, maintain, and balance various accounts using QuickBooks Online;
* Post journal entries, reconcile accounts, and maintain ledgers;
* Calculate and prepare payments for payroll, utilities, taxes, and other bills;
* Complete and submit tax remittance forms, worker’s compensation forms, and all other government documents;
* Prepare tax returns;
* Develop financial policies and processes;
* Update internal records and maintain an organized file system;
* Ensure the appropriate destruction of financial records, as per their legislated retention periods;
* Keep up to date on current financial and accounting legislation;
* Ensure compliance with all accounting and financial regulations at the company, local, provincial, and federal levels;
* Assist with any government requests for financial information; and
* Additional related duties as assigned.

**Core Competencies**

* Excellent interpersonal and communication skills
* High degree of accuracy and attention to details
* Aptitude for critical thinking and problem solving
* Ability to work independently and to collaborate as an effective team member
* Strong organizational and time management skills
* Ability to synthesize and interpret complex concepts and data
* Ability to complete tasks in a timely manner and coordinate multiple priorities
* Excellent skills in numbers
* Strong presentation skills and ability to communicate complex quantitative data to decision-makers
* Ability to maintain client confidentiality
* Excellent attention to detail

**Qualifications**

* BSc/BA in Accounting, Finance or relevant field; MSc/MBA is an asset
* CPA is an asset
* XX years of experience as a bookkeeper required
* Solid understanding of corporate finance and data analysis
* Knowledge required to general financial reports
* Advanced proficiency in accounting software, such as QuickBooks Online (QBO) and SparkPay
* Proficiency with Google Workspace (including Google Drive, Google Docs and Google Sheets)
* Knowledge of GAAP is essential

**Working Conditions**

* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule are required, including some evenings as needed.
* This position is remote/hybrid/onsite.
* This role may require extensive periods of time sitting/standing.
* This role may require extensive periods of time in front of computer/phone screens.
* This position requires access to the server (including Quickbooks, SparkPay, Google Workspace, Adobe), and to Accounting, Tech Records and Contracts folders.