

Finance Coordinator

Position Description: The Finance Coordinator is responsible for the management of the Historical Society's finances, under the supervision of the Manager/Curator. The Finance Coordinator will maintain business records and maintain contact with our stakeholders.

Duties

The statements below reflect the general details considered necessary to describe the principal functions of the job and are not a detailed description of all the work assignments that may be inherent in the job.

Administrative/Financial

- Prepare payroll for the Society's staff and remittance of sources deductions.
- Preparation of annual T4's and record of employment, as needed.
- Process cheques for signing and distribution.
- Reconciliation of all cash receipts, track and reconcile all cash transfers, prepare deposits and deliver to the bank.
- Prepare Charitable Tax Receipts as directed.
- Enter financial data to Sage 50 accounting software, including month end entries and adjustments.
- Prepare the monthly financial statements of the Society and forward them to the directors.
- Compile information for the Year End Review Engagement, including year end adjusting entries.
- Ensure that Provincial Sales Tax is filed and remitted to the Government of Saskatchewan as required.
- Complete and file the annual T3010 Charitable Tax Return.
- Complete and file the semi-annual Canada Revenue Agency Public Service Body Rebate (GST)
- File the annual Information Services Corporation return
- Assist in compiling information for budgets and grant applications.
- Various administrative duties including processing admissions, gift shop sales, and memberships.

Office

- File the Society's minutes and other information as required.
- Receive, direct and relay telephone messages
- Welcome visitors/members and respond to and direct their inquiries
- Maintain membership records and mailing lists and prepare mail-outs as required.

Gift Shop

- Maintain and monitor the inventory for the Gift Shop, including reordering when necessary
- Ensure all inventory is displayed for sale
- Ensure price lists and programming in the till are up to date
- Annual inventory count and reconciliation

Facility:

- Assist in the general upkeep of the facility, including cleaning.

Knowledge, Abilities, and Skills

- Strong computer skills
- Understanding of provincial and federal reporting requirements.
- Ability to work independently and in a team environment
- Strong interpersonal skills
- Demonstrated organizational skills
- Excellent written and verbal communication skills
- Ability to maintain close attention to detail and a high degree of accuracy and to detect errors quickly.

Hours and Wage

- Wage negotiable with experience
- 16 hours per week, some flexibility

Education, Training and Experience Requirements

- Possession of a valid Saskatchewan Class 5 Driver's License
- Post-secondary certificate/diploma related to accounting/bookkeeping field.
- 3 to 5 years of bookkeeping experience which includes using Sage 50 and Microsoft Excel