



JOB DESCRIPTION

MANAGER OF FINANCE AND ADMINISTRATION

Job title	Manager of Finance and Administration
Reports to	Senior Manager

The British Columbia Search and Rescue Association (BCSARA), was registered in 2002 as a non-profit society and enhances the provision of volunteer search and rescue services in the province by facilitating access to funding, educating the general public on outdoor safety, and providing volunteers with a common link to information and resources. The Association Directors are comprised of search and rescue volunteers from all over the province and agency representatives from Police, Ambulance, and other organizations. BCSARA represents 80 ground Search and Rescue Groups and 2,500 volunteers in the province.

Job purpose

The Manager of Finance and Administration is a key position responsible for managing the day to day financial and administrative requirements of the British Columbia Search and Rescue Association (BCSARA) including managing all aspects of receiving funding and disbursing payments, tracking all funding and expenditures using online bookkeeping systems, maintain records of board and executive meetings, ensuring financial and other policies are complied with, and developing annual and other reports.

Duties and responsibilities

The primary duties of the Manager of Finance and Administration are:

- ❖ Managing the financial requirements of the Association by:
 - Receiving funding including provincial, grants, and donations and ensuring such funds are receipted, entered into the appropriate system, and deposited promptly;
 - Making payments on receipt of invoices by preparing electronic fund transfers and issuing cheques;
 - tracking such payments with the appropriate;
 - Managing the disbursement of funds to GSAR Groups as determined by the Board, based upon the receipt of required reports and plans;

- Overseeing the Chart of Accounts to ensure that revenue, expenses, and other financial data is organized;
 - Ensuring that all transactions are recorded in the general ledger of the Association's accounting software;
 - Monitoring bank accounts and liaising with bank personnel as necessary;
 - Reconciling bank statements with the accounting system;
 - Producing financial reports on revenue and expenditures to ensure accountability to funding organizations, as required;
 - Ensuring all Financial Policies and Regulations are complied with, as appropriate;
 - Working with a designated accountant during the development of financial statements;
 - Completing tax and other required reports and ensuring they are filed as required;
 - Managing donations to the Association and groups, issuing tax receipts, and tracking;
 - Managing Association credit cards, tracking expenditures and payments;
 - Completing applications for funding including grants as directed.
- ❖ Managing the administrative requirements of the Association by:
- Acting as a point of contact for the Association by answering enquires from GSAR Groups, Board members, service providers, suppliers and others;
 - Liaising with other organizations involving grants, funding and other matters;
 - Receiving correspondence, determining action, and forwarding as needed;
 - Preparing Board meeting Agendas and coordinating meetings;
 - Recording and publishing Minutes of Board conference calls and in-person meetings;
 - Assisting with the preparation of the Association's Annual Report;
 - Recording and publishing reports from SAR Response Reviews and other activity;
 - Maintaining email distribution lists and contact information for the Board;
 - Maintaining the Association's filing system.
- ❖ Ensuring the BCSARA office is functional by:
- Tracking office supplies, ordering new stock when required;
 - Tracking office equipment, arranging for service or replacement when required;
 - Maintaining electronic and paper-based files systems and records management.

Qualifications

- Post-graduate degree (ideally Business or Public Administration, Finance, Accounting or another related field) or five years equivalent experience.
- Experience implementing financial and accounting policy and procedures, ensuring adherence to internal systems and controls, and recommending solutions as required.
- Experience providing a wide range of general administrative and specialized project-based support and acting as an administrative point person for a number of individuals.
- Strong problem-solving skills, organizational skills, and attention to detail.
- Ability to take initiative, exercise discretion and use independent judgment in performing work.

- Ability to work and collaborate with others in a collegial team situation.
- Capacity to work under pressure in a self-directed manner and be flexible.
- Strong written and spoken English.
- Excellent computer skills including proficiency with standard office software (e.g., Microsoft Word and Excel). Working knowledge of SAGE accounting software is an advantage.
- Excellent inter-personal skills and personnel management capabilities.
- Commitment to upholding BCSARA values, vision and direction.
- Willingness to undertake travel and to work occasional evenings and weekends in order to attend board meetings and response reviews.

Experience working with, or in, a non-government organization (NGO) is an asset.

Working conditions

The Manager of Finance and Administration will be required to attend BCSARA Board meetings by phone after normal office hours on a monthly basis and attend in person meetings 2-3 times a year on weekends given the volunteer aspect of the Association. Other travel maybe required to attend meetings with stakeholders, regional/provincial workshops, and SAR Response Reviews. Time off in lieu or compensation will be negotiated with the incumbent.

Physical requirements

The ability to travel and attend lengthy meetings is required.

Direct reports

The Manager of Finance and Administration does not have staff reporting to them.

Approved by:	
Date approved:	
Reviewed:	

This job description will be reviewed annually and updated as often as necessary.