



**Regina
Humane
Society**

Finance & Administration Coordinator POSITION DESCRIPTION

Position: Finance & Administration Coordinator

Position Type: Full-time

Department: Finance & Administration

Status: Permanent

Reports To: Director of Finance & Administration

Wage/Benefits: \$19.18 – 22.51
Health & Dental Benefits

POSITION SUMMARY

The Finance and Administration Coordinator supports the finance and administrative functions of the organization, working under the direction of the Director of Finance and Administration to ensure smooth day-to-day operations. This role involves a combination of financial management tasks, administrative duties and customer service, with an emphasis on maintaining accurate records and providing excellent service to both internal and external stakeholders. The Supervisor also assists in developing and maintaining processes to improve operational efficiency and effectiveness. As the organization grows, the responsibilities of this role may evolve to support reorganization strategies.

PRIMARY RESPONSIBILITIES & ACCOUNTABILITIES

In accordance with RHS's objectives, philosophies, policies and procedures, the Finance & Administration Coordinator is responsible for the following:

1. Financial Responsibilities

- Accurately entering all accounts payable and receivable transactions into SAGE 50, ensuring that invoices are properly coded and categorized.
- Obtaining approval of invoices for payment and entering payments into the accounting system.
- Monitoring aging reports for outstanding receivables, following up with vendors or clients on overdue payments, and initiating payment processing for accounts payable within established deadlines.
- Reconciling vendor statements to ensure completeness and accuracy of financial records.
- Checking and verifying all daily cash transactions, including cash deposits, petty cash, credit card transactions, and electronic transfers, to ensure accuracy and compliance with financial policies.
- Balancing cash daily including daily and weekly balancing and reporting of City of Regina transactions (licenses, fines and impound fees).

- Assisting with processing and reconciling donations, raffles and lotteries ensuring accuracy in donor records and financial reporting.
- Providing financial support for donor service events, including tracking event-related expenses and processing donor payments.
- Collaborating with the donor services team to maintain accurate records of fundraising income, grants, and sponsorships; accurately entering donor contributions within the Raiser's Edge database, ensuring timely and precise data entry in accordance with data standards.
- Investigating and resolving discrepancies in cash transactions, collaborating with relevant departments as necessary.
- Reconciling bank accounts and general ledger accounts, including investigation of reconciling items to ensure accurate financial reporting.
- Preparing reconciliation reports for review, detailing any discrepancies and actions taken to resolve them.
- Processing and receipting adoptions, retail, cremation and donation transactions.
- Preparing outgoing mail and bank deposits.
- Managing the inventory and procurement of supplies for transaction machines, including receipt printers, credit card terminals, and cash registers; coordinates repairs and maintenance of transaction equipment, ensuring minimal disruption to daily operations.
- Managing the financial aspects of onboarding new employees, including setting up payroll accounts, benefits, and any required deductions.
- Processing all financial elements of employee departures, including final payroll, ROE and vacation payouts.
- Ensuring compliance with company policies and legal requirements in all employee financial processes.
- Maintaining accurate records of lieu time accrued and used by employees, ensuring compliance with company policies; coordinating with supervisors to verify accuracy of lieu time submissions; providing regular reports on lieu time balances to management, highlighting any potential issues or trends.
- Processing bi-weekly payroll for all employees, ensuring accurate calculation of wages, deductions, and benefits.
- Responding to employee inquiries regarding payroll, deductions, or benefits, and resolving any issues promptly.
- Assisting in training new finance staff on company accounting procedures, financial systems, and relevant policies.

2. Administration

- Modeling and supporting a culture of teamwork, care and compassion, integrity, professionalism, and customer service in accordance with the values of the RHS; demonstrating support for the mission, vision, and strategic direction of the RHS in all interactions.
- Ensuring the appropriate standards of client service are adhered to so there is a safe, professional, and friendly environment for staff, animals, clients, partners, and volunteers.
- Greeting and directing the public; acts as humane educator in all public communications; ensuring the public receives accurate and credible information about Shelter operations.
- Participating in and promoting cross-training opportunities as appropriate.

3. Performs additional responsibilities as required.

4. QUALIFICATIONS

- Education**
- High school diploma or equivalent (Grade 12) required.
 - Post-secondary education in accounting or finance.
- Certifications/Licenses**
- Not applicable.
- Experience**
- A minimum of one (1) year of recent related work experience in finance and accounting.
 - A minimum of one (1) year customer service experience.
 - Experience with accounts payable, accounts receivable, payroll processing, or financial record-keeping.
 - Demonstrated proficiency with financial software, such as SAGE 50, and Microsoft Office Suite (Excel, Word, Outlook).
 - Customer service experience, with a focus on resolving inquiries and providing support in a professional environment.
 - Experience in a nonprofit or community-based organization is an asset.
- Skills**
- Financial Competence
 - ~ Proficient in basic accounting principles and financial record-keeping;
 - ~ Precision in handling financial data, with the ability to identify and resolve discrepancies.
 - Planning and Organization
 - ~ Follows direction well;
 - ~ Plans, prioritizes, and organizes work flow;
 - ~ Is highly organized and efficient with significant detail, ensuring all records and documentation are managed efficiently and effectively with quality outcomes;
 - ~ Delivers results.
 - Focus on Detail and Quality
 - ~ Works with significant detail (scheduling, budgeting, recording, etc.);
 - ~ Ensures all details, records, and documentation are managed efficiently and effectively with quality outcomes.
 - Confidentiality
 - ~ Maintains discretion when handling sensitive financial or personal information;
 - ~ Follows organizational policies and procedures to ensure data privacy.
 - Communication
 - ~ Skilled communicator both orally and in writing (listens well, is clear and understandable);

Skills *(continued)*

- ~ Verbal communication skills including clear and easily understood delivery of messaging and content in a professional and respectful manner;
 - ~ Strong facilitation and presentation skills, and adaptable to a variety of age groups and audiences;
 - ~ Uses correct grammar and spelling;
 - ~ Ensures documents and related details are recorded and input correctly.
- Self-Motivation
 - ~ Is self-motivated, and can work with minimal direction;
 - ~ Is resourceful, takes initiative, and demonstrates a sound work ethic;
 - ~ Contributes to successful, value-added outcomes.
 - Collaborative Team Member
 - ~ Has an inclusive, inviting nature, and seeks input and alternative perspectives from others;
 - ~ Is a supporter of diversity, inclusion, and collaboration, and works effectively with team members to achieve goals.
 - Interpersonal Acumen
 - ~ Is approachable, and can interact with a wide range of individuals, of all ages, with varying needs;
 - ~ Listens well and has a friendly demeanor;
 - ~ Demonstrates empathy, tact, diplomacy, and discretion;
 - ~ Mediates disputes and manages difficult situations and conflict calmly and professionally;
 - ~ Understands underlying behaviors and emotions and responds appropriately.
 - Relationship Management
 - ~ Establishes and manages a wide-range of customers and other key relationships and networks;
 - ~ Is an ambassador for the Organization;
 - ~ Provides best in-class service, assistance, and advice.
 - Problem-Solving
 - ~ Conceptualizes potential issues and their implications;
 - ~ Has excellent judgement and reasoning;
 - ~ Has the self-confidence to make independent decisions based on information at hand.
 - Adaptability
 - ~ Capable of multi-tasking under stress-filled and unpredictable situations, and manage multiple priorities;

Skills (continued)

- ~ Can manage frequent interruptions with ease;
- ~ Can pivot quickly and adapt to project changes.
- Technology Proficiency
 - ~ Computer competence using MS Office and other software and systems related to the role;
 - ~ Ability to learn internal systems, databases, and other technologies as required.

Values

Consistently demonstrates the values of the Regina Humane Society, including:

- **Leadership**
 - ~ Models the Organization's values;
 - ~ Demonstrates initiative and self-motivation;
 - ~ Accomplishes results;
 - ~ Works to contribute and continuously improve upon processes.
- **Professionalism**
 - ~ Acts as an ambassador for the RHS;
 - ~ Maintains confidentiality and privacy of information.
- **Compassion and Care**
 - ~ Committed to RHS's vision and mission for animals and people.
- **Integrity and Honesty**
 - ~ Open and honest in their approach to work;
 - ~ Reliable and trustworthy.
- **Teamwork**
 - ~ Works well and effectively collaborates with colleagues.
- **Inclusion**
 - ~ Fosters an accessible environment that values every voice.

Working Conditions & Effort

- Primarily office-based within the Shelter, with occasional movement through shelter facilities
- Presenting information face-to-face, phone, or electronic communication.
- Sitting and standing for extended periods of time.
- Concentration to perform detailed work that can involve significant attention and thought.
- Exposure to computer hardware and peripherals.
- Finger dexterity.
- Distraction and interruptions.
- Driving in a variety of traffic conditions in local community.

Additional Notes

- Clear Criminal Record Check
- Verification of education on file.
- Excellent work attendance and punctuality.
- Satisfactory Driver's Abstract.
- Signed agreement and adherence to the RHS Code of Conduct and Ethics, including the RHS Confidentiality Agreement.