



This job description is not intended to be all inclusive. Personnel may perform other related duties as requested.

The Finance Manager is a vital member of the Westerner Park Leadership Team. Under the direction of the Chief Executive Officer & General Manager, this position is responsible for a full range of general financial accounting services and ensuring compliance with all financial, regulatory and government legislation as they apply to Westerner Park.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Chief Executive Officer & General Manager, the Finance Manager is responsible for:

Management & Administrative

- Build and maintain effective business relationships with internal and external stakeholders, auditors and clients
- Attend meetings and make appropriate presentations/reports as needed, including but not limited to: Finance, Investment & Audit Committee, Board of Directors, and Management regarding budget variance issues or other items as directed
- Assist Management with formulation of its overall strategic direction
- Researches and evaluates financial reporting systems, accounting and collection procedures and investment activities and recommends changes to procedures, systems, budgets and other financial controls
- Responds to queries from both internal and external sources related to financial transactions and processes
- Responsible for the coordination of the maintenance of the IT system with the contracted service provider
- Responsible for reviewing and recommending hardware and software – tendering, quotes, budgets, etc.
- Manage accounting and financial systems and maintain full and accurate accounting records, close periods, test updates, etc.
- Review and monitoring of various activities to ensure continued compliance with corporate procedures, policies and internal controls
- Ensure compliance with financial, regulatory and government legislation as they apply to the Westerner Exposition

Accounting / Financial Analysis

- Guide the strategy and build policies and processes as they relate to accounting functions and financial controls
- Evaluate data, assist in review and coordinate the preparation of the annual operating budget
- Prepare and circulate financial statements as required to meet Management, Finance, Investment & Audit Committee and Board of Directors deadlines
- Interpret the company's financial results to Management and act as expert for Management



Accounting / Financial Analysis continued

- Forecast cash positions, related to borrowing and investment opportunities to ensure sufficient funds are available to meet ongoing operational and capital needs
- Review and determine appropriate investment of funds and foreign currency to mitigate risk in accordance with organizational policy while optimizing investment return
- Responsible for overseeing banking activities and completing the bank reconciliation process
- Prepare appropriate financial documents and coordinate auditor functions
- Responsible for the preparation, administration, tracking and reporting of grants under the direction of the Chief Executive Officer & General Manager
- Journal entry review, posting and creation as required for accruals, month-end, financial statement preparation, etc.
- Ongoing development and maintenance of the chart of accounts to meet current and future reporting needs of Management and Committees
- Processing and coding of accounting transactions as needed for Accounts Payable, Accounts Receivable and capital asset purchases
- Recommend collection or payment solutions for issues relating to Accounts Receivable and Accounts Payable
- Complete year-end documentation

Supervisory

- Cross-training of staff to ensure continued service delivery
- Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction and supervision to Accounts Receivable and Accounts Payable staff (2.5) and evaluate performance

Payroll

- Deduction and remittance of Westerner Employee Association dues
- Deduction and remittance of employee benefit program including group insurance, WCB, etc.
- Accurate and timely processing of payroll for Administrative staff
- Preparation and filing of CRA payroll remittances, T4 information, RRSP, etc.
- Complete Record of Employment (ROE) for salaried employees
- Process additional payroll in the absence of the Accounts Payable/Payroll Clerk



EVENT RESPONSIBILITIES

- Liaison with Midway provider for Westerner Days – create ticket audit and prepare final settlement
- Oversee the collection and balancing of funds from the Box Office, Casino and independent concessionaires for Westerner Days
- Event settlement with clients

SUPERVISORY RESPONSIBILITIES

- Finance Assistant - Level 1 - Accounts Receivable - Cash Management
- Finance Assistant—Level 1 - Accounts Receivable
- Finance Assistant - Level 1 - Accounts Payable - Payroll

QUALIFICATION REQUIREMENTS

- Completion of a professional accounting designation and member of good standing with provincial CPA association
- Minimum of five (5) years relevant experience, including at least two (2) in a supervisory capacity
- Excellent management/supervision skills
- Proven competency with accounting software (preferably Great Plains) and Microsoft Office
- Excellent written and oral communication skills
- Ability to manage time and prioritize tasks with multiple competing deadlines
- Knowledge of generally accepted accounting principles and not for profit and charitable organizational requirements
- Working knowledge of Accounts Payable, Accounts Receivable and Payroll
- Financial statement preparation

BEHAVIORAL COMPETENCIES

- Professionalism and ethics
- Client service orientation
- Leadership courage
- Self awareness and management
- Change agility
- Honest and trustworthy
- Relationship building
- Analytical and critical thinking