

St. Thomas Early Learning Centre

Job title	Finance Manager
Reports to	Executive Director

Job purpose

The Finance Manager shall manage financial controls, and internal reporting of The Early Learning Centre as well as Elgin Home Child Care. He/She shall work to build, and maintain books, records, and budgets for all Early Learning Centre/Elgin Home Child Care finances.

Duties and responsibilities

The Finance Manager must have a general understanding of how a child care centre is run, as well as the ability to take initiative, plan, and execute tasks as needed. He/She will be responsible for the management of multiple projects simultaneously, each with its own sense of urgency, therefore the Finance Manager must possess excellent organizational, and time management skills.

In addition to any other duties as assigned;

- Develop and maintain budgets in accordance with operational, funder and Board of Director requirements; including Asset Protect and Financial Condition reports
- Attend all required meetings as requested
- Offer confidential minute taking support at all Board of Director meetings ensuring all matters are maintained in the highest confidence. Including submitting final board meeting minutes and board policy updates to the Executive Director following each meeting.
- Maintain confidentiality of all information related to children, families and staff
- Assist with cash flow management and forecasting
- Send out invoices to families
- Ensure fees are paid on time (involve collections when necessary)
- Subsidy (enter to OCCMS as well as bill families)
- Bi-weekly payroll for 80-100 staff
- Monthly bank deposits
- Arrange for the purchase of new toys and equipment as required
- Process semi-monthly credit cards
- Set up pre authorized debit accounts for parents paying monthly fees
- Submit remittances to WSIB/CRA/Minister of Finance as needed
- Follow the financial policies as they apply to this position
- Assist the Executive Director in the development of the annual program budgets, parent fees, provider fees, payroll, accounts payable, and subsidy, when necessary
- Monitor the budget for all locations
- Secure approval from ED for any purchases outside of the budget parameters
- Ensure that cash funds are kept in a secure location
- Ensure cash receipts and vouchers will accompany the petty cash sheets demonstrating a balanced account
- Seek out grants available from the Government to assist in extra costs for Centre based care, or Home Care
- Reconciliations of all bank accounts and credit cards

- Follow all organizational policies and procedures of Early Learning Centre/Elgin Home Childcare
- Prepare reports for bank, City or misc vendors
- Maintain record files as required by legislation and agency policy

Qualifications

The Finance Manager should have a strong understanding of accounting principles, as well as legal and ethical business practices. Experience in a Finance, or Business position, and/or a Degree or Diploma in a Finance or Business program are required.