

Position Description

Job Title	MANAGER, Corporate Services
Organizational Relationships:	Reports to Executive Vice-President, Finance and Operations, with reporting positions of Senior Accountant, part-time bookkeeper and Admin Asst., Community Relations and Webmaster (as it relates to Information Technology).
Job Summary:	Responsible for day-to-day operation of accounting function including budget preparations and financial audits, information technology systems, and office services. Acts as project leader on process improvement projects as required.

Duties and Responsibilities:

Finance

1. Develops, reviews and analyzes financial reporting including quarterly reporting to the Board of Directors.
2. Manages and controls accounting systems to ensure accuracy of financial data and reports and ensures that internal controls are in place and operating effectively to minimize financial risk.
3. Leads and supports the organizational budget process and development of the annual operating plan in support of the Strategic Plan.
4. Develops scenario planning for the Board and staff to review the impact of various revenue (donations and investment returns) levels in the management of HCF Reserve.
5. Oversees management of the annual audit and preparation of public financial information.
6. Oversees preparation of annual report lists, ensuring completeness.
7. Development and oversight of the annual donor fund statements.
8. Attends, assists in preparation and presents for Finance and Investment Committee, Audit Committee and Impact Investment Advisory Committee as well as Board of Directors, as required.

9. Completes research on best practices for financial and tax reporting.
10. Maintains familiarity with legal and regulatory requirements for charities and foundations.
11. Reviews annual tax reporting packages including T3010 Charity Return.
12. Provides training and coaching for accounting function incumbents; monitors the performance of same.

Information Technology

13. Oversees management of HCF's computer systems software and hardware to ensure it efficiently supports the required operational process, including backup procedures/plan, security and data integrity.
14. Ensures staff is fully trained to utilize systems.
15. Responsible for strong communications with external service provider(s) regarding IT technical and software support, problem resolution and IT system and software changes when required.
16. Conducts research with external sources/vendors of new IT software and hardware solutions.
17. In conjunction with EVP, Finance and Operations, creates and articulates Information Technology and Finance strategic and tactical plans.
18. Administers the development, implementation and evaluation of IT hardware and software applications and recommends changes as required, which allow for optimal systems integration and improved work processes.
19. Provides project management of all process improvement projects from accounting and information technology perspective.
20. Maintains external relationships with IT experts in foundations field.
21. Represents HCF on information technology and software committees as requested.

Operations and other

22. Oversees the effective operation of office facility, equipment, service contracts and leases.
23. Ensure adequate coverage of reception through joint approval of admin team vacation schedules.
24. Works with team to gather research and make recommendations for office equipment to advance HCF office efficiencies.
25. Manages bequest process, after initial determination, to ensure bequest is administered effectively and information is current.
26. Oversees the distribution of funds from Designated and Agency Funds.
27. Supervises and evaluates the performance of assigned staff to ensure performance is conducive to achieving Finance & Operations goals efficiently and effectively.

Other Related Duties

1. Performs other related duties associated with position according to changing department and HCF needs as identified by EVP, Finance and Operations.
2. Holds confidential all information related to donors, grant recipients, foundation personnel and operations to maintain trust and legal obligations.
3. Carries out responsibilities in keeping with HCF mission, values, policies and procedures.
4. Communicates and cooperates with other HCF staff members in a collaborative, team-like manner.
5. Establishes and maintains effective working relationships with co-workers, supervisor, the Board and committee members and general public.
6. Participates actively in evaluating own performance and in setting goals to improve performance as required.
7. Pursues personal development of skills and knowledge necessary for the effective performance of the job.

Requirements

Knowledge

- Professional designation in accounting or an equivalent combination of education and related experience
- Strong IT skills including project management, preferably with a large integrated software system

Experience

- Minimum five years management experience working in a computerized accounting environment; prior experience in office administration is an asset
- Solid project management experience gained in a professional setting

Skills & Abilities

- Strong analytical skills
- Advanced knowledge of accounting and software packages including Microsoft Office (Word, Excel, PowerPoint, Access) and the Internet (i.e. Electronic File Transfer, payroll systems); ability to generate customized reports and perform regular and custom queries using various software tools
- Commitment to quality effort and outstanding results
- Strong organizational and time management skills; ability to meet tight deadlines
- Proven ability to lead and manage a team of diverse professionals
- High level of accuracy and keen attention to detail
- Good oral communication skills including comprehension and expression
- Ability to multi-task and handle diverse responsibilities
- Skilled at working both independently and collaboratively as a team member
- Ability to perform research and investigation (i.e. best practice research, needs analysis, system selection, etc.)
- Proficient at building a strong internal and external network

Working Environment

- Sedentary work in an office environment with unplanned interruptions
 - Mental and visual concentration during computer work for accuracy
 - Manual dexterity and speed for computer work
 - Multiple and competing demands with shifting priorities
 - Occasionally works overtime
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Review Date: September 21, 2017

Approval Date: September 21, 2017

Signature:



President & CEO