



Employment Opportunity
Financial Administrator - FTE (40 hours/week)
Closing Date: Until Suitable Candidate is Found

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth and families. CBFY is in its 30th year of services and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education and Calgary Catholic School district to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning and positive relationships.

Job Objective

Reporting to the Senior Accountant, the Financial Administrator is responsible for but not limited to the performance of a variety of financial related duties. Duties will include management of the Capital Asset register, assistance with payroll, liaison with third party Information Technology service company, administration of accounts payables and accounts receivable, management of the scholarship payouts, purchase order forms for all programs, reconciliation of bank and investment account statements, and month end and year end audit preparation.

Scope of Duties and Responsibilities:

- Reports directly to the Senior Accountant

Capital Assets

- Management of the Capital Asset Register for tracking additions, disposals, and depreciation
- Manage, administer, and report Capital Asset inventory including laptops, desktops, and tablets for all CBFY staff

Information Technology Inventory

- Oversee, liaise, and schedule, with CBFY's third party technology company, all technical and computer systems service requests

Payroll

- Assist the Senior Accountant with semi-monthly payroll in ADP for full-time and part-time staff including compensation calculations, taxes, and other source deductions, mileage, and other employee related costs and reimbursements

Accounts Payable

- Administer accounts payables including invoice verification, coding to specific program budgets, verification against specific program purchase orders, and entry into Sage50
- Manage the Purchase Order logbook with recording of delegated purchase order numbers
- Reconciliation of credit card expenses and vendor invoices to purchase order at month end; follow up with appropriate program for any discrepancies and/or required adjustments
- Maintenance of the Petty Cash fund
- Prepare the journal entries for the amortization of prepaid expenses



Accounts Receivable

- Administer the creation of Accounts Receivable invoices for third party billings; includes the recording of amounts in Sage50
- Administer the receipt of donations; record appropriately as restricted and unrestricted into Sage50
- Prepare requested receipts for donations; to be signed off by the CEO

Scholarships

- Management of the Scholarship Payables including deferred payments and new allocations
- Record appropriate Journal entries for movement of funds, present to the Senior Accountant for signoff

Bank and Investment Statement account reconciliation

- Perform reconciliations monthly

Journal Entries in Sage50

- Prepare appropriate journal entries for capital assets, technology services, payroll, accounts payable and receivable, and scholarships; present all entries monthly to the Senior Accountant for sign off

Accounting Policies, Procedures, and Internal Controls

- Assist in the maintenance of a documented system of accounting policies and procedures; recommend changes when warranted to keep in alignment with annually produced goals and priorities of the Finance Department

Year End Audit Preparation

- Assist the Director of Finance and the Senior Accountant with specific requests for year-end audit preparation

Reporting

- Provides comprehensive and timely reporting to the Senior Accountant adhering to month end cutoffs on an ongoing basis
- Keep up-to-date, and provide recommendations to the organization, regarding changes in accounting standards impacting the organization

Other

- All related department filing soft copy and/or hard copy
- Other duties as requested by the Director of Finance and/or the Senior Accountant

Qualifications & Requirements

- Degree or diploma in Accounting, Finance, Business, or a related field
- 1-2 years of accounting experience preferably in not-for-profit
- Strong organizational skills and high attention to detail
- Strong Microsoft Office and Excel skills
- Sage50 or related accounting software and payroll software (ADP preferable)
- Ability to maintain confidentiality and exercise extreme discretion

Please **submit** your resume and cover letter including salary expectations. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individual. Visit our website at www.cbfy.ca