

CATCH THE FIRE JOB DESCRIPTION

Updated Jul 7, 2017

Job Title: Director of Finance and Fund Development

Department: Finance

Immediate Supervisor: Executive Director

Purpose (Essential Functions):

Catch The Fire is a family of churches and ministries worldwide, that was birthed as a result of the incredible revival that began in Toronto in 1994. Today Catch The Fire encompasses a growing network of churches, a college with International Schools of Ministry, a missions program and events running all over the world.

The role includes financial reporting pertinent to Catch The Fire Toronto and related entities within Catch The Fire, including Catch The Fire Canada and Catch The Fire World. All are registered Canadian Charities.

The Director of Finance and Fund Development contributes to the overall success of Catch The Fire by effectively managing financial tasks including planning, organizing, directing and evaluating the operation of the finance team; and by developing financial policies to ensure accountability and effective financial management.

Supervisory Responsibilities: Manager Fund Development, Finance Administrative Assistant and Bookkeeping Contractor.

Tasks and Responsibilities

Financial accounting and reporting

Develop and maintain timely and accurate financial statements and reports that are appropriate for users in accordance with generally accepted accounting principles (GAAP)

Develop, implement, and ensure compliance with internal financial and accounting policies and procedures

Ensure that all statutory requirements are met including Charitable Status, Federal Source Deductions (CPP, EI), Income Taxes, Non-Resident Withholding Taxes, HST, etc.

Prepare all supporting information for the annual audit and liaise with external auditors as necessary

Document and maintain complete and accurate supporting information for all financial transactions

Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash

Reconcile bank and investment accounts

Review monthly results and monthly variance reporting, prepared by Bookkeeper.

Manage the cash flow and prepare cash flow forecasts

Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll

Develop and implement policies and procedures to ensure that financial information is secure and stored in compliance with current legislation

Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed when required

Prepare annual charitable returns in a timely manner

Assist the Executive Director with financial reporting as required at Board meetings

Prepare financial reporting tools for the executives of Catch The Fire World on a monthly basis.

Fund Development

Provide leadership and oversight for the planning, implementation and evaluation of Catch The Fire's diverse fund development and communication strategies, to meet the revenue goals of Catch The Fire.

Develop strategies to secure corporate, individual support and other sources of revenue

Improve Catch The Fire's not-for-profit market-share and all processes related to increasing funding

Provide strategic framework upon which to build the financial foundation of sustainability, by increasing Catch The Fire's yearly operating reserve and building our stewardship endowment funds, ensuring Catch The Fire's legacy.

Payroll preparation and administration

Oversee payroll functions to ensure that employees are paid in a timely and accurate manner

Oversee the relationship and negotiations with an external payroll provider

Oversee the process and submissions of statutory and benefits remittances to ensure on time

Review statutory and benefit remittances compiled and remitted by external payroll provider

Oversee the issue of annual T4s and T4As

Statutory Remittances and administration

Implement policy and controls to ensure appropriate compliance with all local, regional, and federal tax laws are maintained

Process and submit withholding tax

Budget preparation

Establish guidelines for budget and forecast preparation, and prepare the annual budgets in consultation with the Executive Director

Provide oversight of the Bookkeepers' coordination of the financial planning and budget process by assisting Directors and Pastors with the preparation of budgets for funding applications

Project management accounting

Maintain financial records for each project in a manner that facilitates management reports

Ensure that accurate and timely financial statements are prepared in accordance with contract agreements

Provide accurate and timely reporting on the financial activity of individual projects

Information technology

Evaluate the need for new technology to meet financial data processing, control, and reporting requirements

Risk management

Monitor risk management policies and procedures to ensure that program and organizational risks are minimized

Maximize income where possible and appropriate and ensuring maximum efficiency of resources within the areas of responsibility.

Negotiate with the bank for lines of credit or other financial services as required and appropriate

Office administration

Work with directors to develop proposals and review contracts to support revenue generating activities

Periodic review of leases, service contracts, and agreements.

Qualifications

Essential

Relevant education and professional designation recognized in Ontario, including an accounting qualification (e.g. CPA) or equivalent.

3 to 5 years of experience in accounting, auditing, budgeting, financial performance analysis or other financial activities

Experience working with regulations governing the management of charitable organizations

Knowledge, skills and abilities

Knowledge of generally accepted accounting principles as well as appropriate sections of the CICA handbook as applicable to Charities

Knowledge of federal and provincial legislation affecting charities

Proficiency in the use of computer programs for accounting, databases and spreadsheets

Experience in Microsoft Dynamics Great Plains software will be an asset

Experience in Blackbaud Raiser's Edge software would be beneficial

Strong management and coaching skills, and fundraising experience

Personal characteristics, Communication and Leadership Skills

Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of Catch the Fire

Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities

Build Relationships: Establish and maintain positive working relationships with others both internally and externally

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness, incorporating spiritual leadership.

Lead: Positively influence others to achieve results that are in the best interest of Catch the Fire; Develop leadership at all staff levels by mentoring, coaching, and praying for individuals; facilitate training and development opportunities; empower and enable people to fulfill their potential

Teach: Authorized to teach the bible, and lead staff in their spiritual life.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Catch The Fire

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Plan: Determine strategies to move the financial health of Catch the Fire forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

Probationary Period 90 days

Hours of Work 37.5 hours per week

Staff Category Full-time/Permanent/Salaried

Special Conditions: Will be required to work additional hours to attend meetings of the Board and during specific periods of the accounting cycle such as quarterly deadlines and the Annual Audit.

Special Conditions: Willing to undergo a police reference check and credit investigation.