

## **Huron-Perth Centre**

### **Position: Business Manager**

#### **Accountable To: CEO**

#### **Summary of Duties:**

Responsible for the organization financial controls systems and program fund accounts. Maintains all financial information.

Recommends systems changes as deemed necessary.

Prepares and monitors operating and other budgets for the C.E.O.

Responsible for the management of the Human Resources Files

Serves as a member of the Management Team and actively contributes to the decision-making process for all operational matters coming before management.

#### **Duties Performed:**

- Responsible for all financial control systems for the organization.
- Prepares regular and ad hoc reports for the C.E.O. and the Board.
- Maintains all program fund accounts in accordance with accepted standard procedures.
- Prepares and monitors the operating and other budgets for the C.E.O., Board of Directors and all Ministry reports
- Responsible for the payroll system and the related time and attendance records.
- Administers the benefits program and assures proper employee enrollment and maintenance.
- Responsible for the accounts payable and receivable.
- Maintains all personnel records, alerting when documentation may be required from managers with supervisory roles
- Maintains key records of the Centre with respect to various agreements and partnerships as well as Board records, alerting the CEO when documentation may be required
- Attends meetings of the Board as required and may prepare special financial reports.
- Operates personal computer and related general and special accounting software.
- May recommend areas of policy revision and/or development to the C.E.O.
- Performs general administrative tasks using a variety of office equipment.
- Performs banking duties for the organization.
- Responsible for confidential personnel and other files.
- Performs related duties as assigned.

#### **Qualifications and Experience:**

College diploma and/or accounting designation or significant related accounting experience.

Experience in business management, financial and/or human resources an asset

Competent in use of personal computer and related special software.