



## **Cavalcade Financial Controller**

The Cavalcade Financial Controller is a seasonal position who will report to the Executive Director with additional management involved from our Board of Directors, specifically our Treasurer. They will contribute to the overall financial success of the organization by effectively managing all financial tasks including accounting and reporting, staff payroll and budget preparation. Additional job details for all Cavalcade Board and Administrators is attached.

### **Position Key Tasks**

- Track and deposit all seasonal application membership forms, membership dues and division fees
- Communicate deadlines and late payments to all offending directors
- Process bill payments at the discretion of the Treasurer
- Assist Treasurer with maintaining accurate financial statements and reports for membership distribution
- Assist the Executive Director and Treasurer with financial reporting as required at Board and General Membership meetings providing advice to support the decision-making process
- Assist the Treasurer with preparing and presenting the annual budget at all board or general membership meetings
- Manage all bookkeeping functions for general ledger, accounts payable, accounts receivable and payroll
- Provide structure for all accounts payable and receivable processes including cash management and credit card control
- Document and maintain complete and accurate supporting information for all financial transactions
- Ensure compliance with internal financial and accounting policies and procedures
- Ensure all statutory requirements are met including withholding payments, Income Tax, Goods and Services Tax and any other tax issues
- Prepare all supporting documentation for the annual audit with the approved external auditor
- Develop and implement policies and procedures to ensure all personnel and financial information is secure
- Prepare all payroll functions to ensure employees are paid in a timely and accurate manner
- Issue 1099 statements to all staff paid over \$600 a year for any function
- Work with tax preparer for proper use of W-9 employee forms and any other documentation

### **Education, Proficiency, Experience**

- Knowledge of generally accepted accounting and internal control principals
- Knowledge of federal and provincial legislation impacting non profits
- Ability to work individually and with key team leaders
- Experience with Accounting software, Google Docs, Word, Excel and PowerPoint

If interested, please contact Paul Smith, Executive Director, at [psmithcavalcade@gmail.com](mailto:psmithcavalcade@gmail.com)