



S.A.M. Management Inc

Job Description
Job ID: SAM 2021-0876

Job Title: Senior Finance Administrator
Reports to: Chief Finance Officer
Effective: August 26, 2021

Job Profile

Reporting to the Chief Finance Officer, the Senior Finance Administrator performs a variety of accounting and bookkeeping duties requiring a working knowledge of accounting functions.

Primary Duties and Responsibilities

The Senior Finance Administrator is responsible for:

Financial and general accounting functions including:

- Prepare daily and month-end bank reconciliations and account reconciliations and monthly close of books.
- Prepare and complete cheque runs and ensure cheques and financial documentation are sent and received to respective staff and clients.
- Regularly review general ledger and correct errors as necessary
- Coordinate all aspects of pre-authorized payments, invoices and claims
- Coordinate all aspects of the labour distribution function in the accounting department
- Prepare and finalize budgets with input from the finance division and property managers
- Execute the transactional accounting function recording transactions per the Company's policies.
- Lead the period-end close process through ownership of the general ledger accounting, including reviewing transactional batches, posting journal entries,
- Reviewing account reconciliations, balancing intercompany accounts etc.
- Work closely with daily operational accounting functions, including cash management, invoice review and other needs as they arise.
- Collaborate with the CFO on finance and system related issues relevant to the accounting team, including setting up new general ledger accounts, report automation, system upgrades, and software troubleshooting.
- Maintain and complete the trust account transactions for review by CFO and CEO for approval by

the company's designated Authorized Official.

- Support the external review and audit process through the preparation of variance analysis, supporting working papers, and liaising between external auditors and operational accounting.
- Perform key revenue and expense analysis and variance explanations.
- Prepare consolidated financial reports on a monthly and quarterly basis.
- Identify and recommend opportunities for financial improvements and efficiencies both within the Finance department, and in financial processes that interact with the business units.
- Compile and develop documentation or communication to enable efficient training, support and maintenance of deliverables.
- Serve as the finance and accounting process liaison from the Corporate Office, Financial Institutions, external auditors and other departments within Company as required and requested.

General support to the Finance Department including:

- Provide detailed financial analysis as required and as requested by CFO
- Provide support to the Finance division as required
- Support the budgeting and audit processes
- Provide documentation and confirmation on actionable board minutes for review to related business areas related to finances for Board of Directors packages
- Perform a range of administrative accounting tasks as required by the Finance Department
- Provide mentorship and support to the Finance division

Accountabilities

The Senior Finance Administrator is accountable for:

- Taking responsibility and ownership of role and functions that do not place the organization at risk or in a position of liability.
- Preparing timely and accurate drafts of budgets and audits
- Ensuring accurate handling of data and efficient, timely completion of accounting tasks using generally accepted accounting principles
- Responding to requests for accounting information in a timely, professional manner
- Upholding the mission statement and values of SAM Management Inc.
- Representing the Corporation in a positive manner through professional conduct
- Treating fellow employees with respect and dignity, understanding their jobs and their importance to SAM Management Inc, and cooperating in achieving their goals

Qualifications

Education: Level 2 accounting accreditation *Professional designation:* None required

Experience: 2 to 3 years general accounting experience

Knowledge, skills and abilities:

- Knowledge of generally accepted accounting principles and ethical business practices
- Ability to accurately data enter information and provide financial statements as required

- Skill in maintaining accounting and bookkeeping records
- Skill in verbal and written communication with the ability to prepare clear, concise memos, correspondence and briefings.
- Skilled at setting priorities, developing work schedules, monitoring progress and tracking details, data, information and activities
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to work cooperatively with others to set goals, resolve conflicts and make decisions that enhance the effectiveness of SAM Management Inc

Proficiency in computer applications:

- Accounting software including Payworks and Quick Books
- Property Management software Spectra
- Microsoft Office Suite: Word, Excel, Access

Supervision:

- Supervises some staff in finance division

Degree of autonomy:

- Works with minimal supervision; work is spot-checked for quality, accuracy, and completeness occasionally
- Independent judgement and discretion are exercised

Working Conditions

- Office environment on site at SAM Management Inc
- Position is full time
- Occasionally required to attend meetings outside of regular working hours in which mileage will be reimbursed.

SAM Management Inc. supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Please email your resume and cover letter by to the attention of:
Karlene Debance, Chief Executive Officer at kdebance@sam.mb.ca

Only candidates being considered for an interview will be contacted. Position to remain open until filled.