



## **Manager, Finance and Administration**

The Manager, Finance and Administration oversees the development, coordination, and delivery of all financial and administrative functions for Folklorama. These functions include bi-weekly payroll and remittances, management of accounts payable/receivable, group benefits, insurance, monthly financial reporting, cash flow projections, external audit preparation, inventory management, personnel files, workplace safety and health legislation, and lease renewals. In addition, this position works with third-party providers of festival ticketing services and oversees the Pavilion Settlement process post the annual Folklorama festival.

The position also ensures the administrative and bookkeeping functions performed by the Coordinator, Finance and Administration are done according to established policies, procedures, and internal controls and provides training and support towards achieving this objective.

The Manager, Finance and Administration provides exemplary customer service to volunteers when collaborating on matters pertaining to licensed pavilion financial settlements and admissions inventory.

## **Primary Accountabilities**

### **Accounting**

The position will serve as a key technical accounting resource for Folklorama.

- Oversee all accounting functions, including accounts payable, accounts receivable, and payroll in a timely and effective manner, ensuring that policies and procedures are adhered to
- Maintain General Ledger, developing and assigning accounts to meet the requirements for financial reporting
- Prepare month end journal entries and reconciliations
- Prepare and analyze monthly and annual financial statements
- Prepare and maintain cash flow forecasts
- Prepare annual budgets in consultation with the management team
- On behalf of the Board of Directors, work with brokers to invest funds according to investment policies and procedures
- Prepare and submit all relevant government filings and ensure financial obligations are completed on time and accurately
- Reconcile monthly investment statements and distribute quarterly reports to the Finance & Audit Committee
- Oversee the annual Pavilion Financial Settlement process
- Prepare other reports and analysis as required
- Provide financial performance analysis as required, including investment and fund review
- Oversee the annual external audit, ensuring no significant issues are identified. Prepare and review year-end audit reports with external auditors, Executive Director, and the Finance & Audit Committee

### **Customer Service**

The position will serve as the main point of contact for Folklorama pavilion volunteers with respect to financial matters pertaining to pavilion operations.

- Ensure all volunteers receive prompt and friendly service on the phone, by email and in person on all accounting or financial enquiries
- Oversee inventory control and, when applicable, distribution of pavilion admissions, in conjunction with the Director, Festival Operations and Partnerships and the Festival Distribution Team and respond to all enquiries pertaining to the same

- In conjunction with the Director, Festival Operations and Partnerships, oversee the distribution and collection of signage inventory, and final inventory count by Festival Distribution team
- Manage the financial statements for Festival pavilions by ensuring their collection during the application and post-Festival submissions; record all data from financial statements submitted and provide reporting on same

### **Administrative**

- Overall management of leases, service contracts, service agreements, licenses and permits
- Ensure adequate coverage with insurance policies is in place for Folklorama and its licensed pavilions
- Maintain and develop accounting policies, procedures, and internal controls; recommend improvements as identified
- Complete financial and statistical data for all grant or other funding applications, as required
- Develop and maintain comprehensive sales and attendance reports for the Folklorama Festival based on attendance data and financial settlements
- Support the Executive Assistant as liaison with IT/network consultants
- Serve as the expert in the use of Accpac (Sage 300) and oversee any report development or troubleshooting in the use of the program that may be required
- Proficient in Microsoft Office 365 programs, especially Excel, Word, and Outlook

### **Human Resources**

- Provide onboarding for all new staff, including: ensuring all paperwork is completed, and covering all required training (accessibility, safety and health, harassment) and general overview of Folklorama's mission
- Ensure that Folklorama is in compliance with Manitoba Employment Standards
- Manage the employee extended health benefits program
- Oversee and manage the organization's Workplace Safety and Health Program
  - In conjunction with third party safety services organization, lead/develop all safety training for all staff and volunteers.
  - With support of the Festival Services Department, ensure safety training is provided to all Pavilions
  - Ensure collection and storage of required reporting documentation.
- Train and supervise the Coordinator, Finance and Administration in the performance of all front-line administrative tasks, bookkeeping, and accounting functions
- Develop and ensure effective implementation of a budgeting and expense management system for the management team that meets the accountability requirements of the organization

### **Secondary Accountabilities**

#### **Bookkeeping**

The position will perform bookkeeping functions in the absence of the Coordinator, Finance and Administration and/or in tandem with during peak work flow periods.

- Accounts receivable (A/R) and accounts payable (A/P) functions, including A/R and A/P invoices
- Process banking deposits
- Execute all functions related to order entry (O/E) invoices
- Track and manage purchase orders
- Data entry and execution of cheque processing through Accpac
- Filing and tracking of all the above, as required

## **General Accountabilities**

The position will support and assist all areas of the organization as able and required from time to time.

- Attend all meetings of the Finance & Audit Committee and those of the Board of Directors when directed
- Support the Folklorama team with the execution of Folklorama events
- Other duties, as required

This position will require occasional weekend and evening work. This requirement for flexible work hours will be essential during the two-weeks of the Folklorama Festival, held annually in August; and at other times in the fiscal calendar, as required and confirmed by the Executive Director with no less than two weeks' notice.