



JOB DESCRIPTION

Director of Finance & Operations
Permanent Full Time
March 2025

OVERVIEW

Braeside Camp is seeking a dedicated and skilled Director of Finance & Operations to oversee the finances and operations of the camp. This role is vital to the financial health and future of Braeside Camp. The Director of Finance & Operations will work closely with the Executive Director and staff to ensure Braeside is a safe, welcoming, and Christ-centered environment for all staff, volunteers and guests.

CORE COMPETENCIES

- Proven Capacity to Lead
- Work Collaboratively with other staff
- Confidentiality
- Accountability & Dependability
- Time Management
- Planning & Organizing
- Problem Solving
- Adaptability/ Flexibility
- Consultation & Reporting
- Teamwork
- Creativity and Innovation
- Decision making & Discernment
- Coaching & Mentoring
- Lifelong Learning
- Conflict Resolution
- Resilience

FINANCIAL PLANNING & REPORTING

- Accounting – maintain up to date, accurate financial records.
- Develop and maintain a system for bookkeeping and accounting.
- Ensure that generally accepted accounting principles are followed and that there is compliance with all federal, provincial, and municipal governing bodies.
- Monitor and changes in tax payroll or other pertinent financial policies and ensure accounting practices comply with current laws (Federal & Provincial)
- Prepare & submit monthly progress reports to E.D. for presentation to Braeside Board. (attend board meetings as requested)
- Prepare draft year-end financial statements for auditors, including balance sheet accounts, income statements, cash flow analysis etc.
- Prepare annual budges (capital & operating), providing input and analysis on areas that may change yearly.
- Monitor all government reporting requirements (T3010, Employee Health Tax, Payroll Remit, T4's, Property Tax, HST, etc.
- Continuously looking for improved cost effectiveness and ensuring maximum value for all expenditures
- Ensure all expenditures are balanced with revenues.
- Create and maintain an effective donation process and a receipting and reporting system.

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DAY TO DAY LEADERSHIP& FINANCE/ADMIN

- Process and allocate income and accounts receivable for all areas through the IT system and input them into Quickbooks Pro accounting software. Responsible for ensuring the proper receipt and depositing of all monies received.
- Prepare bi-weekly payroll and distribute to staff.
- Prepare bi-monthly bank reconciliation reports.
- Ensure a clear record of donations, track, and create receipts for all charitable donations in accordance with government regulations.
- Plan and supervise systems for cash handling for all POS areas and department petty cash accounts.
- Reconcile credit card account.
- Manage all POS equipment, leases, and subscriptions.
- Monitor and update finance policies and procedures.
- Direct reporting from staff for expenses, inventory and purchasing.
- Oversee all banking activity.

LEASEHOLDER MANAGEMENT

- Ensure that all leases are accurate and current
- Communicate with leaseholders to
 - Ensure they have up-to-date insurance
 - Maintain accurate contact information
 - Distribute yearly lease invoices and statements

HR ADMINISTRATION & OVERSIGHT

- Ensure all departments have relevant documented policies.
- Ensure that staff are aware of relevant policies to minimize risk exposure.
- Completing all HR documents for payroll
- Complete ROE's when required.
- Maintain current Employee files.
- Conduct an annual review of all policies and revise as necessary.
- Review, revise, and distribute Season Site Handbook, Staff Handbook, Seasonal Staff Handbook & Volunteer Policies



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ADDITIONAL REQUIREMENTS

- Commitment to the mission and values of Braeside Camp and WOD of the PAOC
- Willingness to attend and contribute to staff meetings and training sessions
- Other duties deemed necessary by the Executive Director
- Direct Report Management – overseeing and managing various staff portfolios according to the organizational chart