

ADMINISTRATIVE PROCEDURE NO. 439

THE ROLE OF THE FINANCE MANAGER

Background

The Finance Manager shall report directly to the Secretary-Treasurer.

Procedures

Specific duties are as follows:

1. The preparation of monthly financial reports and the general ledger;
2. To receipt all incoming revenue and prepare any invoices for third party billing;
3. Prepare bank deposits and reconciliation of statements on a monthly basis;
4. Provide direct supervision and guidance for all accounts payable and payroll;
5. Prepare monthly analysis of all accounts and reconciliation of all school budgets;
6. Assist the Secretary-Treasurer in the carrying out of assigned duties;
7. Act as the Secretary-Treasurer in the absence of that individual; and
8. Other duties as assigned by the Secretary-Treasurer.