

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