

Finance Administrator

Position Summary

The Finance & Administrator is responsible for managing the day-to-day financial administration functions of Greyhaven Exotic Bird Sanctuary. This role ensures accurate financial records, timely processing of transactions, effective donation administration, and compliance with charitable reporting requirements.

Working closely with the Treasurer, Director of Administration, Payroll Administrator, and other members of the leadership team, the Finance & Administration Coordinator supports the financial stability and operational effectiveness of Greyhaven.

Primary Responsibilities

Financial Administration & Record Keeping

- Record and maintain accurate details of all funds received, including:
 - E-transfers
 - EFT payments
 - Cheques
 - Cash
 - Donations
 - Adoption fees
 - Memberships
 - Fundraising revenue
- Maintain detailed financial spreadsheets and records, including applicable PST/GST breakdowns.
- Track income from various programs and ensure information is accurately recorded and communicated to appropriate team members.
- Prepare financial information and reports for review by leadership and the Board.

Accounts Payable & Expense Management

- Review, process, record, and arrange payment of invoices.



- Investigate and resolve discrepancies with vendors when required.
- Reconcile recurring expenses, including veterinary and service invoices.
- Monitor expenses to ensure accuracy and proper documentation.

Banking & Cash Management

- Monitor Greyhaven's bank accounts and financial balances.
- Coordinate transfers between accounts as required.
- Ensure sufficient funds are available for payroll, rent, taxes, operational expenses, and unexpected costs.
- Review banking activity regularly and identify discrepancies or concerns.
- Maintain accurate records of banking transactions.

Donation Processing & Tax Receipting

- Process donations received through platforms including CanadaHelps, Zeffy, PayPal, e-transfers, and other sources.
- Issue charitable tax receipts for eligible donations, including:
 - Monetary donations
 - Fundraising item donations
 - Cage donations
 - Eligible volunteer mileage claims
- Maintain accurate donor and tax receipt records.
- Prepare annual tax receipt summaries as required.
- Coordinate documentation related to stock donations, including communication with financial advisors and completion of required paperwork.

Sponsorship & Program Administration

- Process sponsorship payments.
- Provide sponsorship payment details and notifications to appropriate program coordinators.
- Coordinate donation information with relevant Board members and volunteers.

**Payroll & Regulatory Support**

- Liaise with the Payroll Administrator regarding payroll requirements and employee-related financial information.
- Assist with manual payments or payroll-related issues when required.
- Forward CRA correspondence, payroll notices, and WorkSafeBC matters to the appropriate individuals.
- Maintain documentation related to financial and regulatory communications.

Volunteer & Community Support

- Maintain volunteer mileage reimbursement processes.
- Update mileage claim forms and instructions annually.
- Review mileage submissions for accuracy and issue applicable receipts.
- Support other administrative and financial tasks as required.

Financial Reporting Support

- Prepare periodic summaries of deposits, expenses, adoption income, and other financial information for designated Board members.
- Provide accurate documentation and records to support Treasurer oversight and organizational reporting.
- Assist with year-end financial preparation and reporting requirements.

Qualifications

- Experience in bookkeeping, accounting, financial administration, or nonprofit finance.
- Strong organizational skills and attention to detail.
- Experience maintaining financial records and processing transactions.
- Knowledge of charitable receipts, nonprofit accounting, or Canadian tax requirements is an asset.
- Strong computer skills and ability to work with spreadsheets and financial systems.
- Excellent communication skills and ability to maintain confidentiality.
- Ability to manage multiple priorities and meet deadlines.
- Commitment to Greyhaven Exotic Bird Sanctuary's mission and values.

**Preferred Qualifications**

- Experience working with nonprofit organizations or registered charities.
- Familiarity with Canada Revenue Agency charitable requirements.
- Experience with donor management systems, accounting software, or fundraising platforms.
- Knowledge of animal welfare organizations is an asset.

Accountability

The Finance & Administration Coordinator reports to the Treasurer and works collaboratively with Greyhaven's leadership team to ensure accurate financial administration, responsible record keeping, and effective support of the organization's mission.