

## **CIM Maritime Branch Outline of Responsibilities**

### **Director of Finance & Accounting**

The role of the Director of Finance & Accounting is to facilitate and ensure the efficient administration and integrity of the Board's financial operations in accordance with accepted accounting standards. The Director supervises the Board Treasurer. The responsibilities of the Director include:

1. Prepares, in consultation with the President, the annual budget for consideration and review.
2. Presents the annual budget based on the business operations plan to the Board.
3. Enters the data from source documents using the designated accounting software.
4. Prepares monthly statements and bank reconciliations and provides explanations to allow the Board to understand the implications of the annual budget.
5. Provides the Board with monthly financial reports.
6. Provides the Board with annual financial statements.
7. Monitors all income and expenditures against budget and reports discrepancies or changes.
8. Oversees the preparation and filing of financial reports.
9. Works with the President and other Board members and any designated professional accounting firm to maintain the financial documentation and financial integrity of the Maritime Branch Board.
10. Reviews all financial policy and procedures annually for currency and recommends changes.
11. Works to identify and implement financial effectiveness and efficiencies.

### **Preferred Qualifications**

1. A minimum of one year's experience at the CIM branch board level.
2. Previous banking, finance, and/or accounting experience an asset.
3. Strong influencing and negotiating skills to present alternatives, resolve conflicts and minimize high-risk situations and the ability to quickly establish credibility.
4. Superior time management and organizational skills to manage competing priorities and remain calm under pressure.
5. Excellent communication, presentation, interpersonal and relationship-building skills
6. Sincere commitment to work collaboratively with all constituent groups, including other board members (national and branch), and other supporters.