

Finance & Compliance – Job Description

Position Overview

The Finance & Compliance Coordinator is responsible for accurate day-to-day financial administration, reporting, payroll support, compliance tracking, and well-maintained financial systems. The position provides timely, clear financial information to the Executive Director and supports financial decision-making, budgeting, audit preparation, and accountability.

This is a hands-on role in a small, collaborative nonprofit team. In addition to finance responsibilities, the position contributes to shared organizational priorities, committee support, member service coverage, events, trade shows, and other duties required to help AEF deliver strong service to its members and stakeholders.

Primary Functional Alignment

This role contributes to the following functional areas:

- **Financial Administration and Reporting (Lead)**
- **Administrative and Operational Support (Shared)**
- **Committee Support (Shared)**
- **Membership Service Coverage (Shared)**
- **Grants & Performance Reporting (Support)**

Core Responsibilities

Financial Administration & Reporting (Primary Focus)

- Administer daily/monthly bookkeeping and maintain complete, accurate financial records in Sage.
- Process accounts payable and receivable, invoicing, deposits, expense processing, banking, and account reconciliations.
- Process and coordinate payroll and maintain related records and reporting.
- Prepare monthly, quarterly, and annual internal financial reports.
- Support budget development, monitoring, forecasting, and variance analysis in close collaboration with the Executive Director.
- Maintain financial systems, documentation, controls, and filing practices that support transparency and accountability.
- Provide support for audits, reviews, grants, funding and year-end reporting.
- Ensure work complies with AEF financial policies, internal controls, funding conditions, and applicable requirements.

Finance Committee & Board Support

- Prepare accurate and timely financial materials for review by the Executive Director before distribution to the Finance Committee or Board.
- Support Finance Committee meeting preparation, including reports, schedules, background information, and follow-up items.
- Attend Finance Committee meetings and other meetings as requested by the Executive Director.
- Explain financial information clearly to people with different levels of financial knowledge.
- Maintain appropriate confidentiality and support clear communication between management and committees.

Compliance, Risk & Controls

- Maintain confidential financial, payroll, and organizational records with accuracy and discretion.
- Monitor compliance related to restricted funds, grants, designated reserves, contracts, and financial policies.
- Identify financial risks, unusual transactions, control gaps, or emerging concerns and bring them promptly to the Executive Director.
- Support consistent documentation and process improvements that strengthen financial oversight.

Administrative, Team, Event Support & Systems

- Contribute to administrative systems, templates, digital records, and shared processes that improve efficiency.
- Coordinate with financial vendors, payroll providers, auditors, insurers, banks, and service providers as assigned.
- Provide backup support for member inquiries and general office needs when required.
- Support staff and committees beyond finance when organizational priorities require additional assistance.
- Participate in AEF events, trade shows, meetings, and outreach activities, including occasional travel and evening or weekend work.
- Help with event preparation, setup, member engagement, materials, and follow-up as part of the broader staff team.
- Provide coverage and practical support to maintain continuity of service in a small-team environment.
- Perform other related duties assigned by the Executive Director.

Required Skills & Attributes

Core Competencies

- Exceptional accuracy, attention to detail, and commitment to meeting deadlines.
- Strong financial judgment and ability to recognize when consultation or escalation is required.
- Excellent organization, prioritization, and follow-through in a busy small-team environment.
- Ability to analyze, interpret, and clearly explain financial information.
- High level of discretion and sound judgment when handling confidential information.
- Proactive, solutions-focused approach with an interest in improving systems and processes.
- Confident and professional communication with staff, committee members, volunteers, vendors, and members.

Personal Attributes & Team Fit

- Outgoing, service-oriented, approachable, and comfortable engaging with members and stakeholders.
- A collaborative team player who is willing to help beyond the boundaries of the finance function.
- Professional, reliable, adaptable, and respectful.
- Comfortable working independently while consulting appropriately before decisions or communications that affect committees, the Board, staff, or organizational priorities.
- Willing to attend events, trade shows, and occasional evening or weekend activities.
- Committed to AEF's mission, service standards, and positive workplace culture.

Experience & Technical Skills

- Post-secondary education in accounting, finance, business administration, or a related area, or an equivalent combination of education and practical experience.
- Strong hands-on experience in bookkeeping, accounting, financial administration, and reporting.
- Demonstrated experience using Sage accounting software is preferred; experience with comparable accounting software and the ability to learn Sage may be considered.
- Advanced Microsoft Excel skills, including formulas, reconciliations, data analysis, reporting, and clear spreadsheet design.
- Strong working knowledge of Microsoft 365 applications, including Outlook, Word, Excel, Teams, OneDrive, SharePoint, and PowerPoint.
- Experience preparing budgets, forecasts, variance reports, and financial statements.
- Experience with payroll, accounts payable, accounts receivable, banking, and year-end processes.
- Experience in a nonprofit, association, sport, or member-based organization is an asset.

Working Conditions

- Office-based with some flexibility as approved by the Executive Director
- Occasional evening or weekend work required for deadlines, events, or reporting
- Occasional travel within Alberta required
- The role requires flexibility and shared support across functions during peak periods or staff absences

Reporting Relationship

- Reports to: Executive Director