

Mocean Dance
Finance and Operations Associate

Job Description 2021-22

The Finance and Operations Associate is engaged by the Board of Directors of Mocean Dance and works closely with the Artistic Leadership to fulfil season planning and ensure smooth financial operations of the organization. The Finance and Operations Associate performs a number of essential and diverse tasks related to the organization's day-to-day operations, financial management, as well as playing a support role with fundraising and development initiatives, and general communications.

Operations and Finance Associate shall undertake the following:

Operations/General Duties:

- Manage the day-to-day activities of Mocean Dance, including monitoring office email account, post office box, and maintenance of the company's office or work space, etc.
- Oversee the maintenance and development of the Mocean Dance database and contact lists for conveying information to stakeholders through mailings, e-mail distribution, and phone lists.
- Maintain corporate records and minutes and submit reports as required.
- Assist the Artistic Leadership in the preparation of funding requests and oversee financial reporting to all funding agencies.
- Assist in implementing financial aspects of all policies, programming planning, and projects once approved by the Artistic Leadership and the Board of Directors.
- Ensure that Mocean Dance's interests are always foremost in public interactions.
- Ensure efficient, pleasant and professional service with Mocean's patrons and followers.

Finance:

- Manage day-to-day financial duties including banking, payroll, WCB, paying bills, invoicing, and filing/record keeping.
- Oversee general financial management of organization including managing bookkeeping, monthly bank reconciliation, updating budget and expenditures, overseeing the year end financial audit.
- Ensure the database and all information systems such as the financial drive, donation input, and google drive are all up-to-date.
- Oversee financial reporting to Canada Revenue Agency on items relating to annual tax filing, HST filing, Registered Charity Status filing, prepare T4/T4A's for paid employees, as required.

Board/Governance:

- Work closely with the Board Treasurer to develop, manage and prepare financial and administrative reports for the Board of Directors.
- Work with, co-ordinate, provide support and advice for the activities and meetings of the Staff, the Board of Directors, Standing Committees and ad hoc committees created by the Board of Directors, including organizing and attending Annual General Meetings, Special General Meetings, and Committee meetings.
- Support Board of Directors to successfully fulfill their governance and fiduciary responsibilities, including but not limited to preparation for monthly meetings, Annual General Meeting (meeting minutes, meeting agenda, AGM Notice of Meeting); as required, maintain governance records (Directors terms, signing officers), file updates for Province of Nova Scotia Incorporation compliance, file updates to Canada Revenue Agency for registered charitable status.

Fundraising/Revenue Generation:

- Assist with the planning and implementation of the company's annual fundraising plan and support the activities of relevant fundraising committees.
- Oversee fundraising campaign data input (including two annual mail-out campaigns and fundraising events).
- Manage the receipt and processing of fundraised revenues, including maintenance of records and issuance of all charitable receipts across three tracking systems; mail-in donations, Keela Database and Canada Helps.
- Assist the creation, updating and dissemination of current corporate and philanthropic ask packages.
- Maintain positive donor, funder and sponsor relations.
- Oversee donor and sponsor benefits, develop networks and track relationship and stakeholder activities.

Communications:

- Work with the Marketing Communications Coordinator to assist with season communications as needed, such as E-Blast, event communications, website updates.

Other duties as required.