



Vancouver Cooperative Radio

August 14, 2025

Financial Administration Job Description

Title: Financial Administrator

Reports to: Executive Director

Hours: 10 hours per week

Scope: Part Time, Permanent, \$27.93 per hour + 20% in lieu of benefits
(part of Unifor bargaining unit)

Purpose: Manage Financial and Administration tasks for the station, which may include:

- Maintaining Bookkeeping records
- Keep records accurate, up-to-date and complete
 - Manage cash flow and banking relationship
 - Reconcile Accounts
 - Work with Accountants to prepare year-end financial statements
- Maintaining DataBase (Donor Perfect) records
- Keep records accurate, up-to-date and complete
 - Reconcile Monthly Sustainers
- Maintaining Accounts Payable
- Issue cheques, pay bills and invoices, reconcile credit card payments and receipts
 - Managing and reconciling Petty Cash
 - Managing the purchase of office supplies
 - Managing Payroll Records
- Issuing cheques, T4s, wage increases, ROEs and other relevant administration
- Developing/Maintaining systems for hours reporting (i.e. timesheets)
 - Managing employee benefits
 - Maintaining Accounts Receivable
 - Oversee the processing all revenue including bank deposits
 - Liaise with Director of Member Services regarding donations
- Ensure compliance with all Grant requirements including managing application and reporting deadlines, creating grant related project budgets and financial reports
- Other as per Executive Director

- Financial Planning
- Creating and updating Budgets and Reports
 - Prepare annual CRES/Co-op Budget, in conjunction with ED,
 - Develop and manage project budgets (such as MAC, Grants etc.), as required
 - Creation of cash flow projections
 - Financial management of projects/grants/other as per Executive Director
 - Prepare reports including a CRET report from Co-op Radio for CRES Board Meetings, Financial Report, AGM Report etc
- Teaming with Executive Director to manage all contractual negotiations
- Renew Insurance: Property, General Liability, Media Liability and others as directed
 - Lease: office space, transmitter
 - Support the Financial aspects of grant applications, as directed by the Executive Director
 - Complying with all legal and other contractual obligations
 - Radio Regulations: CRTC, Industry Canada, SOCAN, other Artists fees
 - Other government agencies: WCB, CRA, CRES, Charity, Co-operative/Society filings
- Develop new financial policies and procedures, as required
- Manage administrative and financial filing systems, both computer and paper files
- Coordinate Administrative volunteers if and when necessary