

## **Administrator Position Description of Duties and Responsibilities ACFE-GTA Chapter (Association of Certified Fraud Examiners – Greater Toronto Area)**

Reporting to the President, with a dotted line to the Executive Vice-President, Treasurer, and the Secretary, and under the overall direction of the Board of Directors, this position is responsible for the overall management of the business affairs of the Association of Certified Fraud Examiners – Greater Toronto Area (ACFE-GTA) Chapter. The Administrator will be based out of the home office of the Administrator.

### **Board of Director-Related Duties**

1. Under the direction of the President, ensures that regular Board Meetings & Committee Meetings are scheduled, agendas are prepared in advance of meetings, and that all Directors are in receipt of relevant materials required by the agenda in sufficient time to review prior to the meeting.
2. Responsible for attending all Board and Committee Meetings and in conjunction with the Secretary, ensures minutes are taken, vetted by the Secretary as required, and disseminated to Board members.
3. Under the direction of the President, ensures that all ACFE Association and Regulatory reporting/filing requirements are prepared, approved by the Board of Directors, and submitted in a timely manner.
4. Responsible to ensure that the confidentiality of the books and records of the ACFE-GTA is maintained.
5. Performs all other duties as assigned from time to time by the President and Board of Directors members, as applicable.

### **Financial Control**

1. Under the direction of the President and the Treasurer, ensures that books and records of the Chapter are maintained in accordance with Generally Accepted Accounting Principles and in accordance with directives established by the ACFE-GTA Chapter:
  - a) Ensures that all financial files, accounting program files and back-ups, and related records are maintained in good order.
  - b) Ensures that each month-end reconciliation is prepared and sent to the President and the Treasurer for review and approval.
  - c) Prepares the HST submission, on a quarterly or annual basis as required, for review and approval of the Treasurer, and ensures the President and Treasurer are aware of remittance deadlines.

- d) Ensures that invoices for ACFE-GTA Chapter services are prepared, approved by the Treasurer, and sent for signature as required.
- e) Ensures that all financial revenues are properly recorded and deposited, all obligations of the ACFE-GTA Chapter received proper approval and are paid, and that the online accounting program used to maintain the accounts of the ACFE-GTA Chapter is maintained in good order, with two regular backups kept.
- f) Under the direction of the Treasurer, ensures that all revenues and disbursements are administered within budget guidelines approved by the Board of Directors.

## **Event Planning & Execution Duties:**

1. Under the direction of the Vice-President, Professional Development, who is responsible for all professional development activities and events for the ACFE-GTA Chapter, works with the various Board members and Committees in determining professional development event themes, as follows:
  - a) Responsible to ensure all in-house marketing material are prepared and placed on the website, and that all potential participants are advised of the professional development event in sufficient time to allow for good participation.
  - b) Liaise with other professional associations (e.g., the Council of Professional Investigators of Ontario, the Centre for Ethics and Corporate Policy ([ehticscentre.ca](http://ehticscentre.ca)), the ACCA, the Institute of Internal Auditors Toronto Chapter, the Association of certified Fraud Investigators Toronto Chapter, etc.) to request our event information is posted on their respective websites, as applicable.
  - c) Prior to and during any event, acts as the main point of contact for all enquiries from delegates, exhibitors, members, directors etc.
  - d) Prepare registration forms for delegates and exhibitors, and prepares seminar packages (e.g., name tags, feedback forms, etc.)
  - e) Responsible for locating an appropriate, cost-effective venue and conducting any correspondence with the venue and all requirements (e.g., audio-visual, catering, recording of sessions if appropriate, etc.)
  - f) Obtain the approval of the President and the Vice-President, Professional Development prior to finalizing and making any commitments for venues, catering, etc.
  - g) Responsible for preparing, printing and dispersing agenda packages.
2. Responsible to send out letters/packages to participants, delegates and exhibitors, including registration forms, accommodation information, and floor plan in a timely manner.
3. Event responsibilities include:
  - a) Compiling replies to registration enquiries
  - b) Preparing name tags for delegates, exhibitors and guests
  - c) Compiling meal counts for the caterer in a timely fashion

- d) Ensuring adequate staffing of the registration desk, Board members to introduce and thank speakers, and assistance throughout the event.
- e) Follow-up calls to delegates and exhibitors.
- f) Prepares all signage
- g) Prepares all material that the ACFE-GTA table will require.
- h) Arranges tokens of appreciation for speakers.
- i) Post Seminar – prepares a conference report for the Board of Directors including financial information (P&L), feedback from the membership and recommendations for future seminars.
- j) Prepares and distributes a post seminar electronic survey and any presentations received from the speakers.

#### 4. Annual General Meeting (AGM)

- a) Prepares and emails the AGM & election packages to the membership as per the Bylaws.
- b) In conjunction with the Immediate Past President, organizes and presides over elections at the AGM and records the minutes of the AGM.
- c) Prepares and once approved by the President, submits the required election and appointment notifications to the Members and to the Association of Certified Fraud Examiners (Austin, TX)

## Membership & Administration Duties

1. Understands and follows the ACFE Code of Ethics (<https://www.acfe.com/code-of-ethics.aspx>), the ACFE-GTA Chapter Bylaws ([https://acfe-gta.com/resources/Documents/GTA%20Chapter-Bylaws\\_Adopted%20and%20Approved%202019-VIII-14.pdf](https://acfe-gta.com/resources/Documents/GTA%20Chapter-Bylaws_Adopted%20and%20Approved%202019-VIII-14.pdf)), and all ACFE-GTA Chapter Policies & Procedures. If there is a question of interpretation or understanding, the Administrator will request assistance from the President to ensure all risks are properly managed or mitigated as appropriate.
2. Maintains an accurate and up to date membership list, including through the website “Members” area.
3. Supports the President and the director with responsibility for membership to ensure all newly accredited Certified Fraud Examiners in the GTA receive a congratulatory message and CFE pin, and are welcomed to join the ACFE-GTA Chapter. A complete list of accredited CFEs in the GTA can be found at the Chapter Administration section of acfe.com.
4. Works with and provides administrative support for each Board Member on related ACFE-GTA Chapter business matters.
5. In conjunction with the President, liaises with industry partners as appropriate.

6. In conjunction with the President, liaises with the ACFE Chapters in other regions and the Association (Austin, TX).
7. Coordinates communications, including taking calls, responding to and sending out emails, and interfacing with membership, board members and various industry partners.
8. Prepares internal and external documents for the membership and industry partners.
9. In conjunction with the Vice-President, Professional Development and the President, arranges ACFE-GTA Chapter events such as conferences, workshops, dinner, lunch or breakfast meetings.
10. Maintains an organized filing system of paper and electronic documents, with appropriate backups as per ACFE-GTA Chapter Policies & Procedures.
11. Upholds a strict level of confidentiality as per ACFE-GTA Chapter Policies, and the ACFE Code of Ethics.

## **Website and Social Media Accounts**

1. Under the direction of the President, work with the member(s) of the Board of Directors responsible for communications and social media to ensure an active and viable social media presence, and that postings, including Chapter News, Featured Events, Fraud Articles, and other pages are regularly updated.

## **Skills Required**

- Experience as an Administrator reporting through an executive officer to a Board of Directors or prior Executive Assistant experience.
- Advanced Microsoft Office skills (e.g., design flyers and event announcements that are simple, pleasing to the eye, and informative), with an ability to become familiar with specific programs and software as required.
- Social media (i.e., Facebook and LinkedIn) and website (i.e., Wild Apricot, MailChimp) skills
- Proficiency in collaboration and delegation of duties.
- Strong corporate governance, organizational, event management, and problem-solving skills with impeccable multi-tasking abilities.
- Able to travel within the Greater Toronto Area (primarily within the City of Toronto).
- Exceptional interpersonal, collaborative, and communication skills.
- Friendly, self-motivated, self-disciplined with an outgoing and professional demeanor.
- Excellent verbal and written communication skills.
- Good marketing skills.