

*Reports to:* N/A

*Responsibilities:*

1. Maintain an overview of the organization's affairs
2. Ensure financial viability
3. Ensure that proper financial records and procedures are maintained

*Principal duties: (include, but are not limited to)*

1. To ensure effective and efficient administration of CMT.
2. Coordinate the operations of the organization through managers, supervisors, and administrators.
3. To ensure the financial stability of the company
4. Ensure that the financial resources of the company meets its present and future needs
5. Ensure that appropriate accounting procedures are in place
6. Ensure that company equipment and assets are adequately insured
7. Advise on the financial implications of the companies strategic plans
8. Administers fiscal matters of the company
9. Manage daily cash balances
10. Act as liaison with company bankers and maintain relationships

*Qualifications:*

1. Have good verbal and written communication skills
2. Ability to read, understand, and interpret financial statements
3. Be familiar with all legal documents relating to company operation

*Effective:*

December 7, 2004