



POSITION DESCRIPTION

POSITION (TITLE):	Finance Officer	DIVISION:	Finance
REPORTS TO:	Manager of Finance	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Manager of Finance	DATE:	June 18, 2014
APPROVED: MOH/CEO, Director	Chief Executive Officer	DATE:	March 23, 2017
ORIGINAL VERSION APPROVED:	August 2005	REVISION DATES:	March 23, 2017; June 18, 2014

POSITION SUMMARY:

Reporting to the Manager of Finance, reviews and processes accounting transactions ensuring accuracy/precision of all records to support and assist with the preparation of relevant and timely financial reporting.

DUTIES AND RESPONSIBILITIES:

1. Process invoices for payment, generate payments, reconcile and maintain subledger to the General Ledger. Follow and provide guidance of the purchasing principles and practice in accordance with the approved Purchasing Policy and Health Unit practices.
2. Process accurate and complete invoices for sales and Health Unit reimbursements, collect and process receipts, reconcile and maintain subledger to the General Ledger and resolve discrepancies and disputes.
3. Ensure the accuracy and completeness of all Health Unit financial information that is recorded and reported for use by management and staff including:
 - participating in the preparation of monthly financial statements for the Health Unit as a whole, as well as individual departments and programs,
 - assists in the preparation of the Health Unit's Audited Financial Statements and Ministry of Health's settlement forms,
 - assists in the preparation of the annual operating and capital budgets in accordance with the established Budget Procedures, and
 - provides back up for processing of payroll records, and related systems as required.

4. Maintain and prepare financial analysis reports and other requested reports as required for procurement, budgeting and management decision making.
5. Research and draft financial policies and procedures as required and support employee compliance with same.
6. Procurement planning and analysis for Request for Proposals, Request for Quotations, and other required procurement documentation.
7. Update accounting software with budget information as required.
8. Performs such other related duties as may be assigned.

QUALIFICATIONS / REQUIREMENTS:

- Post-secondary education in Business/Accounting;
- Minimum three (3) years general accounting;
- 2nd or 3rd level of a recognized accounting designation program;
- Proficiency in accurate record keeping;
- Experience in procurement and payroll an asset;
- Strong analytical and organizational skills;
- Demonstrated proficiency with computerized applications and accounting software;
- Ability to interact and communicate effectively (verbal and written) and in a positive manner with the public, colleagues and external clients.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.