



POSITION DESCRIPTION

POSITION (TITLE):	Senior Finance Officer	DIVISION:	Finance
REPORTS TO:	Manager of Finance	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Manager of Finance	DATE:	March 2018 (R) June 18, 2014 (R)
APPROVED: MOH/CEO, Director	Director, Corporate Services	DATE:	March 2018
ORIGINAL VERSION DATE:	August 2005	DATE:	March 2018 (R) May 2023 (R)

POSITION SUMMARY:

Reporting to the Manager of Finance, the Senior Finance Officer is responsible to prepare monthly, quarterly, and annual financial statements for Managers, Directors, the Board of Health and external funding agencies including the Ministry of Health. Prepares the Health Unit's Audited Financial Statements and the Ministry Settlement forms. Coordinates and takes a lead role in the annual budget process for the Health Unit. Assists in competitive procurement processes.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership in the preparation of the annual operating and capital budgets, including research and analysis of historical information and trends. Maintains the budget manual which includes annual update of budget instructions and reporting tools for users. Analyses and researches future expense requirements in liaison with the Manager of Finance.
2. Provides leadership in the preparation of the Health Unit's Audited Financial Statements and the Ministry of Health's Final Settlement Forms. This includes liaison with the Health Unit's external auditors and Ministry officials, verification and analyses of revenue and expenditures, preparation of financial statements and all required documentation for the audit file.
3. Prepares monthly and quarterly financial statements for individual programs and divisions as well as the Health Unit as a whole. Analyses variances between actual expenditures and budget amounts and provides financial forecasts and other reports as requested/required.
4. Responsible for the tracking of purchase and disposal of Tangible Capital Assets belonging to the Health Unit. Completes an annual inventory of all Tangible Capital Assets and reconciles and reports on them for the annual audited financial statement process.
5. Consults with and provides support to Directors and Managers on all financial and budget matters as requested.

6. Administrator of the Health Unit's accounting software. Maintains the general ledger coding structure in conjunction with the Manager of Finance.
7. As required, provides guidance and instruction to Finance Officers and the Payroll & Benefits Analyst related to application of generally accepted accounting principles and practices applicable to the Health Unit.
8. Follows accepted purchasing principles and practise as it relates to accounting information. Researches and recommends changes in financial policies and procedures to the Manager of Finance, as necessary.
9. Provides assistance to the Manager of Finance regarding competitive purchasing processes as requested.
10. Train staff, Managers and Directors as necessary in the use of procurement cards and the allocation and approval of expenses.
11. Custodian of the Corporate Procurement Card. Responsible for maintaining secure use of the Corporate PCard in compliance with Health Unit policy and procedures. Responsible for issue and retrieval of staff PCards as directed by the Manager of Finance.
12. Prepares Reserve Fund reconciliations and reports, records transactions and initiates transfer activity as approved by the Board of Health.
13. Performs inventory counts, investigates irregularities and adjusts accounting records as necessary.
14. Prepares monthly adjusting journal entries and posts to general ledger with approval of the Manager of Finance.
15. Prepares the In Good Hands bank account reconciliation.
16. Resolves banking and investment issues with Health Unit bank officials.
17. Prepares the HST rebate claim for the Health Unit.
18. Performs such other related duties as may be assigned.

QUALIFICATIONS / REQUIREMENTS:

- University degree in Business Administration or equivalent.
- Accounting Designation, CPA.
- Minimum three (3) years' accounting experience in an equivalent role.
- Proficiency in accurate record keeping, strong analytical skills.
- Demonstrated ability to manage time and complete tasks within tight timelines.
- Demonstrated proficiency in a computerized environment including Microsoft Office – Word, Excel, Power Point, etc. Sage ERP 300 experience would be an asset.
- Ability to function both independently and in a team environment
- Ability to interact and communicate effectively (written and verbal) and in a positive manner with the public, colleagues (management and co-workers) and external clients.
- Not-for-profit procurement experience is an asset.

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.