

POSITION DESCRIPTION

POSITION (TITLE):	Finance Officer	DIVISION:	Corporate Services
REPORTS TO:	Manager of Finance	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Manager of Finance	DATE: (R) if revised	June 3, 2024
APPROVED: MOH/CEO, Director	Director, Corporate Services	DATE:	June 3, 2024
AUDITED:	Human Resources	DATE:	June 3, 2024 March 23, 2017; June 18, 2014

POSITION SUMMARY:

Reporting to the Manager of Finance, the Finance Officer 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. Maintain vendor records, process invoices for payment, generate payments, maintain disbursement listing, reconcile and maintain sub ledger 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, make deposits, 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. Prepare monthly bank reconciliations.
6. Research and draft financial policies and procedures as required and support employee compliance with same.
7. Procurement planning and analysis for Request for Proposals, Request for Quotations, and other required procurement documentation.
8. Update accounting software with budget information as required.
9. Provide support and training to program staff on accounting software.
10. Perform such other related duties as may be assigned.

QUALIFICATIONS / REQUIREMENTS:

- Successful completion of a degree or diploma in Business Administration, Accounting or a related field;
- Minimum three (3) years general accounting experience;
- Registration in a recognized accounting designation program an asset;
- 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;
- Experience with Sage 300 an asset;
- Intermediate computer skills in Microsoft Office (Excel, Word);
- Excellent written and verbal communication skills;
- 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.