



POSITION DESCRIPTION

POSITION TITLE: Financial Assistant – Summer Student

RESPONSIBLE TO: Director, Finance

GENERAL ACCOUNTABILITIES:

The Financial Assistant – Summer Student plays an integral role toward the success of the Finance Team by serving as a champion of the Mission and Vision of the organization while promoting an environment that is consistent to the Health Centre's Values and Principles. The Financial Assistant- Summer Student will work with the other members of the Health Centre to effectively and efficiently serve the Health Centre clients and teams through traditional, non-traditional and innovative approaches to service delivery within the broad determinants of health framework.

SUMMARY OF FUNCTIONS:

The major responsibilities of the Financial Assistant-Summer Student will be to provide administrative support specific to the accountabilities listed below.

SPECIFIC ACCOUNTABILITIES:

1. Assist in the bookkeeping operations including Accounts Payable, Accounts Receivable, cheque and EFT preparation, and bank deposits;
2. Assist in the preparation of financial reports using Microsoft Dynamics
3. Assist in the coordination of purchase order requisitions, purchase order request processing, and matching of invoices with outstanding purchase order requests;
4. Assist in the timely processing of the assigned partners' respective pay cycles and timely remittances and reconciliations to CRA, HOOPP, etc. for employee and employer source deductions;
5. Assistance with the annual audit process including financial reports and other ad hoc information;
6. Responsible for the annual reconciliation of charity receipts issued and other duties for the annual charity return submission and tracking of annual donors;
7. Assistance with the quarterly Ontario Healthcare Reporting Submission (OHRS);
8. Assistance with the maintenance of excellent internal controls within the financial system, following the financial policies and procedures of the Health Centre;
9. High accuracy with exceptional attention to detail;
10. Other duties as may be assigned.

QUALIFICATIONS:

1. Knowledge of Generally Accepted Accounting Principles (GAAP) and Financial Statement presentation;

2. Proficiency in the use of various software applications, experience with Microsoft Dynamics preferred;
3. Demonstrated ability to be flexible, a self-starter, and to work with a high degree of efficiency and accuracy, and confidentiality;
4. Excellent communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment;
5. Experience in dealing with the public in a mature and helpful manner;
6. University or College Student;
7. The candidate must be returning to school in September 2023;
8. Must be enrolled in a Degree or Certificate/Diploma in Accounting.

I understand the requirements, essential functions and duties of the position.

Employee Signature

Date:

Created: December 2022