



## **POSITION DESCRIPTION**

**POSITION TITLE:** Financial Assistant, Level II

**RESPONSIBLE TO:** Director, Finance & Human Resources

### **GENERAL ACCOUNTABILITIES:**

The Financial Assistant, Level II 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, Level II contributes to the overall success of the Accounting and Finance team by effectively supporting all bookkeeping tasks by completing regular and routine financial responsibilities in a timely manner.

### **SUMMARY OF FUNCTIONS:**

The Financial Assistant, Level II is responsible for maintaining accurate financial records of the Health Centre's transaction coding, recording, posting and processing day to day transactions and preparing draft financial statements and month end reporting for review and approval.

### **SPECIFIC ACCOUNTABILITIES:**

1. Responsible for the bookkeeping operations including Accounts Payable, Accounts Receivable, cheque and EFT preparation and bank deposits;
2. Prepares draft financial statements and month end reporting package for review and approval;
3. Responsible for accurate payroll data inputting, submission and reconciliation after approval process.
4. 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. Takes a lead role in the annual audit process including financial reports and other ad hoc information;
6. Takes a lead role in the quarterly Ontario Healthcare Reporting Submission (OHRS) and the agency's SRI (Ontario Health) reporting;
7. Assistance with the maintenance of excellent internal controls within the financial system, following the financial policies and procedures of the Health Centre;
8. High accuracy with exceptional attention to detail;
9. Other duties as may be assigned.

### **QUALIFICATIONS:**

1. Knowledge of Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Standards (PSAS) and Financial Statement presentation;
2. Minimum five years of progressive financial experience in a not-for-profit organization; preferably in a health setting;
3. Proficiency in the use of accounting software applications, experience with Microsoft Dynamics preferred;

4. Demonstrated ability to be flexible, a self-starter, and to work with a high degree of efficiency and accuracy, and confidentiality;
5. Excellent communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment;
6. Experience in dealing with the public in a mature and helpful manner;
7. College Diploma in Accounting or a combination of other educational credentials and experience.

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

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Date

Revised: May 2023