



POSITION DESCRIPTION

POSITION TITLE: Financial Assistant, Level I

RESPONSIBLE TO: Director, Finance & Human Resources

GENERAL ACCOUNTABILITIES:

The Financial Assistant, Level I 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 1 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 Financial Assistant, Level I is responsible for maintaining accurate financial records of the Health Centre's transactions by coding, recording, posting and processing day to day transactions, as assigned.

SPECIFIC ACCOUNTABILITIES:

1. Responsible for the bookkeeping operations including Accounts Payable, Accounts Receivable, cheque and EFT preparation and bank deposits;
2. Assistance with bi-weekly payroll inputting for approval;
3. Responsible for co-ordination of purchase order requisitions, purchase order request processing and matching of invoices with outstanding purchase order requests;
4. Assistance with the annual audit process including financial reports and other ad hoc information;
5. Responsible for the annual reconciliation of charity receipts issued and other duties for the annual charity return submission and tracking of annual donors;
6. Provides support for ordering, distributing and allocating as requested, bus tickets, food vouchers and stamps. Reconciles the Health Centre's petty cash on a monthly basis;
7. Assistance with the quarterly Ontario Healthcare Reporting Submission (OHRS) if required;
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; and
10. Other duties as may be assigned.

QUALIFICATIONS:

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

2. A minimum of two - five years of progressive financial experience in a not-for-profit organization; preferably in a health setting;
3. Experience in the use of accounting software applications, 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; and
7. College Diploma (or near completion) in Accounting or a combination of other educational credentials and experience.

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

Date

Revised: May 2023