



## POSITION DESCRIPTION

**POSITION TITLE:** Financial Coordinator

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

### GENERAL ACCOUNTABILITES:

*The Financial Coordinator serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Financial Coordinator is an essential member of the client-centered health professional Team. The Financial Coordinator will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework.*

### SUMMARY OF FUNCTIONS:

The Financial Coordinator assists with the development, implementation, and monitoring of the financial systems.

### SPECIFIC ACCOUNTABILITIES:

- Excellent acumen in the development, preparation, and analysis of financial systems
- Responsible for all overseeing bookkeeping operations including Accounts Payable, Accounts Receivable and Payroll
- Preparation of financial reports using Microsoft Dynamics
- Preparation of monthly and year-end adjustments and allocations to General Ledger for approval.
- Preparation and reconciliation of all mandatory federal and provincial government remittances.
- Preparation and lead the annual audit process, including all financial reports and schedules using Accounting Standards for Not-for-Profit Organizations (ASNPO).
- Development of financial and statistical reports as requested (OHRS, SRI report, budgeting reports, investment reports, HST rebate report).
- Development of regular financial reports for the Leadership Team; producing distributing, monitoring, and analyzing monthly and quarterly financial statements.
- Maintenance and monitoring of OHRS mapping and monitoring system.
- Management of funder related financial reporting in a timely manner.
- Maintenance of excellent internal controls within the financial system, following the financial policies and procedures.
- High accuracy with exceptional attention to detail.
- Other duties as may be assigned.

## QUALIFICATIONS:

- Five years progressive financial management experience in a not-for-profit organization; preferably in a health setting.
- Thorough knowledge of and proficiency in all aspects of bookkeeping, and accounting principles and practices, preferably in Public Sector Accounting Standards.
- Proficiency in the use of computers and accounting software applications, preferably Microsoft Dynamics.
- Demonstrated ability to be flexible, a self-starter, and to work with a high degree of efficiency and accuracy, and confidentiality.
- Excellent communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment.
- Undergraduate degree from a relevant discipline, and working toward a professional accounting designation i.e., 2<sup>nd</sup> level CPA

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

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Date

**Revised: September 2021**