



Provincial Job Description

TITLE:
(190) Senior Finance Officer

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the day-to-day operations of the Finance Department.

QUALIFICATIONS:

- ◆ **Business/Accounting diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate keyboarding/computer skills**
- ◆ **Accounting and analytical skills**
- ◆ **Leadership and organizational skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Eighteen (18) months previous experience working in a financial/accounting environment to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Accounts Payable

- ◆ **Matches invoices to purchase orders and keys invoices for payment.**
- ◆ **Resolves invoicing discrepancies.**
- ◆ **Ensures adequate approval for all invoices.**
- ◆ **Reviews invoices and purchase orders to determine federal/provincial tax payable and federal rebates.**
- ◆ **Processes and posts computer-generated cheque runs.**

B. Audits

- ◆ **Reconciles and balances various general ledger accounts.**
- ◆ **Reviews and follows-up on supplier statements on a monthly basis.**
- ◆ **Reviews accounts payable and receivable transactions for appropriate authorization and account postings.**

C. Accounts Receivable / General Journal Entries

- ◆ **Performs accurate and timely billing to outside agencies.**
- ◆ **Prepares monthly and miscellaneous journal entries.**
- ◆ **Provides appropriate follow-up of all outstanding accounts.**

D. Payroll / Benefits

- ◆ **Processes payroll.**
- ◆ **Enrols and orientates new employees.**
- ◆ **Completes Workers' Compensation Board and Disability claims (employer portion).**
- ◆ **Balances T4 slips.**
- ◆ **Runs month-end reports.**

E. Inquires

- ◆ **Provides advice and technical assistance to department managers and/or staff regarding accounts payable, accounts receivable and accounting issues.**
- ◆ **Answers inquiries from suppliers regarding accounts payable and receivable.**

F. Coordination

- ◆ Provides functional guidance to staff regarding methods, techniques, and standards of accounts payable and receivable.
- ◆ Monitors financial services procedures and controls.
- ◆ Prepares work schedules for staff.
- ◆ Participates in the implementation of new/upgraded software.
- ◆ Provides orientation to staff.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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