



# *Provincial Job Description*

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***TITLE:***  
**(190) Senior Finance Officer**

***PAY BAND:***  
**14**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

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

***QUALIFICATIONS:***

- ◆ **Business Accountancy diploma**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate computer skills**
- ◆ **Intermediate keyboarding skills**
- ◆ **Accounting skills**
- ◆ **Analytical skills**
- ◆ **Leadership skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **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.
- ◆ Reviews and verifies financial transactions.
- ◆ Assists the auditor in respect to annual financial statements and related matters.

### **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.
- ◆ Prepares accounts for write-off.

### **D. Payroll / Benefits**

- ◆ Processes payroll.
- ◆ Enrols 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 generally accepted accounting principles.
- ◆ Monitors financial services procedures and controls.
- ◆ Prepares work schedules for staff.
- ◆ Participates in the implementation of new/upgraded software.

*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.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

*SGEU:*

*SAHO:*

*Date: October 24, 2024*