



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 diploma - Accountancy

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate keyboarding
- ◆ Intermediate computer 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: January 31, 2018