



POSITION DESCRIPTION

POSITION TITLE: Accountant

DEPARTMENT: Finance

CLASSIFICATION: Finance Officer

APPROVED BY: Regional Lead Corporate Services & CFO

UNION: CUPE

DATE APPROVED: October 25, 2023

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director – Financial Planning

POSITIONS SUPERVISED: N/A

POSITION PURPOSE

Reporting to a senior member of the finance team, the incumbent will oversee reporting provided to internal programs and external organizations. This will include, but not limited to, preparing submissions for funding requests, following up with Business & Finance Analysts, Directors and funders on the status of approvals and ensuring correct payment. The incumbent may perform a lead role in determining policy and process. Participate in program team meetings to identify financial risks in program decision making, and bring forward to the finance team to mitigate the risks to the organization. The incumbent will provide leadership to Junior Finance Staff throughout the organization. The incumbent will exercise independent judgment and initiative in producing special purpose reports and projects. The incumbent will also be required to take additional accounting related courses as needed to perform at an Accountant level and will have the opportunity to advance through the department through education and experience.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Oversees reporting to external organizations. This will include, but not limited to, preparing submissions for funding requests, following up with Business & Finance Analysts, Directors, and

funders on the status of approvals and ensuring correct payment.

- May track and follow the significant levels of funding from our majority funder to ensure the organization is not put at significant risk due to loss of revenue.
- Assists with variance reporting, analysis, and initiates corrective action as necessary.
- Prepares month-end and year-end financial statements
- Assists with establishing budgets including verification of payroll information and staffing rotations
- Participates in regional team meetings and external team meeting, committees and working groups
- Oversees month-end processing of financial and statistical information including preparation of financial and statistical journal entries
- Provides leadership and evaluates the operation of finance departments, recommending adjustments accordingly. This includes identifying problems, assisting with development and implementing solutions.
- Receives, documents, and follows up on complaints and handles them appropriately.
- Participates and/or leads the review and development of policies and procedures as they relate to the department or regional programs.
- Performs audits for policy compliance as they relate to the department.
- Oversees and prepares year end working papers.
- May provide administrative support to senior finance team.
- Promotes a culture of client-centred service in all areas.
- Will take additional accounting related courses as needed to perform at an Accountant level.
- Demonstrates ability to respect the confidentiality of personal and compensation related employee information, paper or electronic formats.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. To be defined

QUALIFICATIONS

EDUCATION/CERTIFICATION:

Preference given to those actively pursuing a CPA (Canada) designation through enrollment in a recognized accounting program, completion of foundation courses preferred

KNOWLEDGE REQUIRED:

- Proficiency in MS Office applications, Word, Excel, Outlook, with particular competency in the creation and modification of excel spreadsheets
- Prior experience with Microsoft Dynamics Great Plains software would be an asset
- Fundamental understanding of accounting principles
- Prior experience in health care setting with knowledge of acute care services and programs would be an asset

EXPERIENCE REQUIRED:

- Minimum of three (3) years of experience in accounting or similar financial duties

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Willingness to take additional accounting related courses
- Ability to build and maintain professional working relationships
- Ability to perform accurately with multiple priorities and competing deadlines, with frequent interruptions
- Demonstrated organizational abilities and the willingness to promote positive change
- Training or experience in coordinating, teaching, or directing activities
- Good work and attendance record
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE:

As per CUPE Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.