

Finance Officer

JOB DEFINITION WORKSHEET

Name:		Location:		Sheet # __ __	
Responsibility:					
Task		Standards & Deliverables		Goal / Objective	
Authority / Decision Level					
1. Coordinates and monitors the accounting information system.		<ul style="list-style-type: none"> • Manages the day to day operation of the accounting process of the accounts payable,accounts receivable,payroll and general ledger functions • Review data input to accounting modules for accuracy and post or make corrections as per FAM • Prepares correcting journal entries as per FAM • Ensures accounts payable and payroll schedules are met and maintained 			
2. Approves or performs all General Ledger reconciliation's:		<ul style="list-style-type: none"> • Reconcile all asset accounts monthly, including payroll and operating bank accounts by the 25th of the month following • Review account payable vendor statements obtain invoices for payment or notify vendor if non-payment • Review account receivable statements ,issue collection letters prior to the 25th of the month following • Approve all payroll account remittances and reconciliation's 7 days after the last PE for the month • ,Prepare journal entries to correct accounts as required prior to completing the reconciliation 			

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<p>3. Provides Administrative functions in support of accounts Receivable.</p>		<ul style="list-style-type: none"> • Gathers and prepares appropriate support documentation for invoicing • Prepares and types invoices within one week of accounts payable close • mails invoices within one week of accounts payable close • Reviews financial statements to ensure that all billing has been processed YTD within one week of accounts payable close • Follows up with collection letters or phone calls on all accounts receivable 60 days or older • Answers all questions arising out of all accounts receivable invoices sent out under his/her signature • Prepares doctor and out of Province billings to ensure payment on a monthly basis • Prepare bank deposit receipts on a weekly basis and enters in AIR modules weekly • Prepare and mail general receipts on a weekly basis and enters in AIR modules weekly 					
<p>4. Performs month end tasks related to the accounts payable,accounts receivable,payroll,and general ledger modules</p>		<ul style="list-style-type: none"> • Coordinates with the Director Finance to establish monthly and yearly working schedules for accounting month end activities • Imports and exports files within the accounting modules weekly • Distribute monthly /yearly financial statements by the last day of the month following • Opens and closes modules based on the schedule 					

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5. Provides administrative support to the Board	<ul style="list-style-type: none"> • Develops, recommends and implements changes to procedures to improve the operation of the office ensuring that established regulations and procedures are applied • Exercises payment authority up \$ 50,000.00 • Prepares routine account payable and special correspondence, reports as directed by the Finance Mgr • Maintains an adequate inventory of accountable forms as per FAM 				
6. Provides Guidance and Training to Finance Staff	<ul style="list-style-type: none"> • Establishes and maintains financial procedures as per FAM • Instructing staff in methods and procedures as per FAM • Identifies training needs and determines resources and makes arrangements for them • Orienting new employees, reviews performance, sets goals and objectives and prepares annual performance appraisals 				
7. Performs other Related Duties	<ul style="list-style-type: none"> • Acts for Manager of Finance in his/her absence • attends meetings on behalf of Manager Finance 				