



North Eastman Health Association Inc.

Association de Santé du Nord Est Inc.

Job Description

Director, Financial Services

Position Summary:

The Director, Financial Services, as a member of the regional management team, is responsible for the financial and business office functions of the region. Primary responsibilities include direction and coordination of financial accounting, internal control, client business services, financial and statistical reporting, budget maintenance, and coordination of audit process and also provides assistance and advice to other departments, programs and services.

Reports to: Vice President – Finance & Support Services

Supervisory: Business Office Supervisors, Finance/ Purchasing Coordinator, and Financial Reporting Coordinator

Union: Non- Union

Qualifications:

Education and Experience

- Accounting designation (CA, CGA, CMA or equivalent)
- Business Administration certificate and/ or Baccalaureate degree
- Or an acceptable combination of equivalent education and related experience
- Minimum 5 years progressive supervisory experience in financial management; preferably in healthcare industry
- Thorough understanding of accounting principles having broad knowledge of MIS guidelines & MIS chart of accounts
- Experience and demonstrated knowledge in budget preparation process, variance analysis reporting, and cash flow projection
- Experience and demonstrated skills in the use of personal computers, computerized accounting software, and Microsoft Office software packages
- Experience with Momentum software preferred
- Experience in employee and labor relations

Knowledge, Skill and Abilities

- Knowledge of regulations governing health services funding and reporting systems

Director, Financial Services

- Demonstrated analytical and conceptual abilities supported by strong financial accounting skill is required
- Demonstrated abilities to assist and advise management staff in budget preparation and financial statement interpretation
- Good physical and mental health to meet the demands of the position
- Ability to manage and facilitate
- Ability to build a productive and efficient team-based working environment
- Ability to communicate effectively verbally and in writing is essential
- Ability to maintain positive working relationships, both internal and external

Duties and Responsibilities:

1. Direct the operations of the finance and accounting functions including managing and providing guidance to staff.
2. Develop policies and procedures for internal accounting and financial reporting.
3. Develop and maintain accounting, auditing and management control systems.
4. Maintain a consultative relationship with managers to provide relevant financial and statistical reports for their areas of responsibilities.
5. Act as a resource for managers in the area of financial management of their departments and/or program.
6. Direct a program of internal audit designed to enhance security and control over assets and adherence to regional financial policies and procedures.
7. Involved in the management of the functions required to ensure the quality and reliability of the information collected and used by the region.
8. Assist in the preparation of the annual business plan for the region.
9. In collaboration with program and service managers, coordinate the operating and capital budget process.
10. Review funding document from Manitoba Health – submit reports to address funding deficiencies as identified.
11. Coordinate external audit process.
12. Ensure implementation of Auditor Report recommendations as directed by the region.

Director, Financial Services

- 13. In consultation with the Vice President – Finance & Support Services, invest surplus cash funds in accordance with policies established by the Board.
- 14. Keep current on developments within finance and accounting.
- 15. Provide supervision and ensure that individual performance appraisals of supervised staff are prepared according to regional policy.
- 16. Participate in various internal and external committee meetings.
- 17. Perform other related duties as assigned by the Vice President - Finance & Support Services.

Revised: _____
Date

Approved by: _____
VP – Finance & Support Services Date

Reviewed by: _____
Director, Human Resources Date