



**North Eastman Health Association Inc.
Job Description**

Manager, Financial Reporting

Position Summary:

The Manager, Financial Reporting is a member of the finance team and is responsible for financial and statistical reporting, budget preparation, variance analysis, account reconciliation, and supervision of Business Office.

Reports to: Director, Financial Services

Supervisory: Business Office Staff

Union: Non Union

Qualifications:

Education and Experience

- Year 3-4 level of accounting (CA, CGA, or CMA)
- Or an acceptable combination of equivalent education and related experience
- Minimum of 3-5 years related experience, preferable in healthcare industry
- Demonstrated experience and understanding of accounting principles
- Experience with MIS guidelines preferred
- Demonstrated experience and skills in the understanding and use of personal computers, computerized accounting software, and Microsoft Office software packages
- Experience with Momentum software preferred

Knowledge, Skill and Abilities

- Demonstrated supervisory ability and analytical skills
- Demonstrated communication abilities, both written and oral
- Experience in employee and labor relations
- Good physical and mental health to meet the demands of the position
- Ability to maintain positive working relationships in a team based working environment
- Ability to work independently and handle a large volume of work with a minimum of supervision

Duties and Responsibilities:

1. Responsible for the production of financial and statistical reports, including formatting and building new reports as required.

2. Prepares reports comparing actual departmental and program results to the budget, and, in consultation with managers, interprets variances as required.
3. Prepares the consolidated monthly financial report on a timely basis. Prepares written explanation of the financial report.
4. Prepares monthly and quarterly financial reports as required by Manitoba Health.
5. Completes external reports as required, i.e. – GST rebate application, registered charity return, statistical surveys, etc.
6. Acts as resource person for interpretation of statistical and financial reports.
7. Assists in preparing annual operating and capital budgets for the region, in cooperation with managers.
8. Maintains all capital asset records and depreciation schedules.
9. Reconciles assigned general ledger accounts on a regular basis.
10. Assists in preparation of year-end audit file.
11. Supervises the functioning and the staff of the Business Office.
12. Ensures that individual performance appraisals of supervised staff are prepared according to regional policy.
13. Responsible for the Business Office budget and related staffing/ supply expenditures.
14. Perform other related duties as assigned.

Revised: _____
Date

Approved by: _____ Date _____
Manager/ Supervisor

Approved by: _____ Date _____
VP Finance & Support Services

Reviewed by: _____ Date _____
Director, Human Resources