



Position: Finance Support	Dept: Solace Centre/RHH	Reports to: Finance Director
Current Incumbent: Deb Zsomer	Job Level: Admin.	Date: April 2017

SUMMARY OF THE ROLE RESPONSIBILITIES

Reporting to the Finance Director, the Finance Support is responsible for providing accounting and administrative support to the Finance Director, assisting in the business operations of Rotary Hospice House, Solace Centre, Fundraising Events and Hospice Resale Shop, and providing support for special projects as assigned by the Finance Director.

The accounting and administrative support to the Finance Director includes service contract management, compensation and benefits processing and management, accounts payable, accounts receivable, postings to the general ledger, preparing reconciliations and reports, and other administrative functions.

KEY AREAS OF RESPONSIBILITY

Compensation and Benefits

- Verifies completeness and accuracy of timesheets, and completes the payroll process including calculation of payment for employees, obtaining and entering new employee information, posting payroll and sending direct deposits to bank, distributing payroll advices to employees, processing payroll remittances, payroll worksheets for vacation, overtime and benefits.
- Prepares Record of Employment for employees, as required
- Answers queries related to compensation and benefits
- Maintains files of all timesheets, payroll worksheets, reconciliations, and other reports
- Maintains employees' files
- Maintains the Sunshine Fund List
- Prepares T4s and other year-end payroll documents
- Updates and maintains the group benefits' program and records, including additions, changes, cancellations, and spreadsheets for RRSP and medical benefits
- Maintains the Seniority list for unionized employees, progression steps, and schedule of anniversary dates
- Prepares schedules, and maintains files, for employee renewals for CRCs, vaccinations, immunizations, TD1s, preauthorized deductions, etc.
- Provides hours of work for RNs at year-end
- Updates Wellness Refund balances
- Prepares and submits HISCUS reports
- Prepares WCB reports and processes payments

Accounts Payable

- Maintains payment schedule
- Prepares cheques for payment of accounts and distributes cheques
- Prepares entries and reports as required

Accounts Receivable

- Updates and maintains database for admissions, discharges, deaths and referrals, and provides reports
- Maintains and faxes weekly reports to Northern Health Authority
- Processes billings (per diem, room bookings, union wage recoveries, and drug store invoices)
- Maintains electronic and hard copy filing systems
- Handles money/receipts from fees collected, credit card reports, and bank deposits
- Accepts and processes donations and bill payments
- Processes pre-authorized donations – Caft and Paypal
- Creates invoices as needed
- Updates and maintains Raisers Edge database – queries and reports
- Creates receipts for cash and donations in kind, memorial acknowledgements, and thank you letters
- Produces reports as needed
- Verifies, processes and posts invoices for receivables
- Processes lottery reconciliations, updates spreadsheets, and posts to general ledger

Reconciliations

- Reconciles statements and participates in the reconciliation of balance sheet accounts
- Maintains database and spreadsheets
- Reconciles donation receipts to general ledger
- Reconciles lotto sales sheets and prepares spreadsheets for reporting

General Ledger (GL) Postings

- Posts various monthly accruals and entries as requested by Finance Director

Reports

- Produces GST rebates, PST, house occupancy reports, and membership lists

Administration

- Researches information for grants, policies, CRA, and licensing guidelines, etc.
- Assists with policy updates for WCB safety, employee, licensing and other policies
- Assists with answering phones, transfers phone calls, and records messages
- Assists with receiving and directing visitors
- Updates, produces and maintains various forms
- Prepares reports and documents for grants, correspondence, etc., as requested by Finance Director
- Assists with grant applications, City Tax Exemption grant, United Way grant, and others
- Maintains electronic and paper files for common documents needed for grant applications and reporting
- Responds to surveys (payroll, residential) as requested by Finance Director
- Provides the system server with current back-up tape, takes previous day's tape and stores offsite - daily
- Collects and processes donation box at Rotary Hospice House
- Processes the sales of various items at Rotary Hospice House
- Maintains inventory and fixed asset ledger and warranties

- Reviews, renews, and assists with contract maintenance, including garbage disposal, elevator maintenance, ceiling lifts, sprinkler system, snow clearing, landscaping, photocopier, point-of-sale terminals, and others as requested
- Provides Human Resources support
- Provides financial management coverage in the absence of the Finance Director

Manager's Signature:

Date:

Incumbent's Signature:

Date:

Position: Finance Support

Key Competencies

- Excellent written and verbal communication skills
- Excellent time management, organization, and prioritization skills, and able to meet deadlines
- Takes pride in producing timely, accurate work, with close attention to detail
- Excellent customer service orientation
- Honest, and has the ability to determine appropriate level of confidentiality for all issues (what issues and level to share, and who to share info with)
- Demonstrates confidentiality in all matters,
- Uses sound judgment when applying principles and policies
- Demonstrates compassion and a sensitivity and understanding of issues unique to Hospice and Palliative Care
- Demonstrates a respectful, friendly and professional manner when dealing with guests, family members, co-workers, and the public
- Works well independently, and as a team member

Qualifications – Education and Experience

- Grade 12
- Post secondary education in relevant area of study
- Certificate in Administration and Bookkeeping
- Minimum 3 years experience working as a bookkeeper, and 3 years relevant clerical work experience
- Proficient in Microsoft Office Suite
- Experience operating standard office equipment
- Knowledge of clerical and administrative procedures and systems, such as filing and record keeping
- Knowledge of principles and practices of basic office and finance management
- Experience using MOIS an asset
- Experience using Adagio accounting system an asset
- Experience using Donor Recognition software an asset
- Certificate in Payroll an asset