

JOB DESCRIPTION

JOB TITLE:	Finance & Corporate Administrator		
CLASSIFICATION:	Non-Contract FTE	GRID/PAYLEVEL:	
REPORTING TO:	Financial Analyst		
		JOB/CLASS CODE:	
		BENCHMARKS (If Applicable):	

JOB SUMMARY

Reports to the Financial Accountant/Analyst, Victoria Hospice. Performs a variety of financial functions, including preparation, processing, and reconciling accounts payable, accounts receivable, bank accounts, and balances accounts to the general ledger. Provides support to Senior Database Coordinator for fundraising gifts. Human Resources administrative tasks including timekeeping and other related duties for the department.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Enters financial data into computer and produces documentation as required.
2. Processes purchase requisitions, prepares invoices, tracks payments for Education/Research publications and course, and other receivables. Initiates correspondence to follow up on delinquent accounts.
3. Processes and maintains accounts payable records with appropriate documentation attached. Processes cheque requisitions, prepares manual cheques for signature, and maintains cheque logs. Identifies problems or discrepancies such as im balance of sub-ledger to general ledger.
4. Prepares and maintains records of bank deposits, and codes revenue for same. Analyzes banking transactions and prepares bank reconciliations for multiple bank accounts. Some in-person banking deposits.
5. Processes standing transactions by posting to general ledger and allocating according to predetermined guidelines. Reconciles designated accounts and balances to the general ledger. Performs preliminary investigative work into budget variances as directed by the Financial Accountant/Analyst and takes corrective action.
6. Audits, summarizes and analyzes the invoices that Victoria Hospice receives from Island Health each fiscal period.
7. Analyzes designated accounts such as travel, accounts payable, payroll wages and benefits, and timekeeping/payroll functions. Collaborates with other Hospice timekeepers and analyzes payroll processes. Identifies trends and/or problems by extracting and interpreting information. Performs both regular and ad hoc analysis based on departmental needs as directed.

8. Completes and maintains automated and manual scheduling and timekeeping records for submission to payroll. Maintains associated records such as vacation and sick time and answers employees' inquiries regarding same. Prepares and processes payroll adjustments for individual employees.
9. Provides HR support and performs administrative HR functions to support CFO and Financial Analyst. Liaises with HR at Island Health for Victoria Hospice non -contract staff.
10. Address employees' queries, maintain employee records, and update internal databases with new hires' data (e.g. contact details and bank accounts).
11. Maintains records such as supply and equipment and publishing inventories. Completes appropriate order form for Manager's signature and orders accordingly.
12. Maintains and balances petty cash and makes disbursements as required.
13. Sets up and maintains filing systems for accounting and related documentation.
14. Research, track and resolve accounting discrepancies.
15. Prepare ad-hoc reports (e.g. on expenses).
16. Function in accordance with established standards, procedures and applicable laws. Constantly update job knowledge. Performs other related duties as required.

QUALIFICATIONS

A. Education, Training and Experience

- Grade 12, plus successful completion of a recognized accounting certificate program.
- Minimum of two years recent related experience or equivalent combination of education, training and experience.
- Proven accounting experience, preferably as an Accounts Receivable (or Payable) Clerk.
- Familiarity with bookkeeping and basic accounting procedures.
- Hands-on experience with spreadsheets and financial reports.
- Experience with Blackbaud Financial Edge and Raisers Edge an asset.
- Good understanding of HR operations (recruiting, onboarding, training and compensation).
- Basic knowledge of labour legislation.
- Firsthand experience with MS Office; knowledge of HRMS systems is a plus.

B. Skills and Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to organize and prioritize work.
- Solid organizational and time-management skills.
- Competency in MS Office, databases and accounting software.
- Accuracy and attention to detail.
- Aptitude for numbers.
- Ability to perform filing and record keeping tasks.

Application process: Please submit resume and cover letter to careers@VictoriaHospice.org. This posting will be opened until filled. While we thank all applicants, only those under consideration for the position will be contacted.