



**OTTAWA SALUS CORPORATION**  
**INTERNAL/EXTERNAL JOB POSTING**

<b>Position:</b>	<b>Finance Associate</b> (Accounts Receivable and Financial Reporting)
<b>Number of Position(s):</b>	One (1)
<b>Position Type:</b>	Permanent Full Time non-unionized (35 Hours/Week: Monday to Friday)
<b>Language Requirement:</b>	English essential. Bilingualism (English/French), an asset
<b>Posting Date:</b>	January 10, 2022
<b>Closing Date:</b>	<b>Internal Candidates:</b> January 17, 2022
	<b>External Candidates:</b> January 31, 2022
<b>Reports to:</b>	Finance Manager
<b>Start date:</b>	As soon as possible

**Purpose:**

The Finance Associate works as part of a team, under the supervision of the Finance Manager, towards the positive achievement of the agency's financial objectives that support the delivery and development of quality services within the agency's framework of vision, mission, goals as articulated in the strategic plan. This involves assisting the Finance Manager with day-to-day financial procedures, such as managing account records efficiently, revising and updating financial reports, ensuring accuracy, and preparing financial data for audits, reviews, and reporting.

Areas of primary responsibility for this position include, but are not limited to, the following:

**Responsibilities:**

Accounts Receivable

- Maintain accounts receivable database in Sage 300 (Accpac)
- Processing the monthly invoices, rental income charges, vacancies and other miscellaneous invoices
- Prepare all bank deposits as required
- Reconcile customer accounts as required or upon request for various government agencies, Public Guardians and Trustees, as well as Community Partners
- Maintain and reconcile the monthly rental summary spreadsheets of all properties and rent supplement programs. Advise the Finance Manager of any exceptional situations.
- Assist the Program Manager, Housing with rental issues, collection matters and the income verification process
- Maintain all bank accounts including the collection, deposits and payments for the groceries for two locations.

General Ledger

- Maintain the chart of accounts and financial statement templates
- Prepare detailed journal entries for the payroll which encompasses the breakdown of 100+ employees, 16 departments and 14 locations, enter as a journal entries, post and prepare payroll accrual on a monthly basis
- Verify and allocate expenses by percentages to various locations and costing centres
- Prepare and post extensive month end journal entries which include confirmation of all utility invoices, monthly mortgages, and various other transactions
- Prepare and balance bank reconciliation
- Prepare and balance monthly financial statements, and review discrepancies report with the Finance Manager, updating the financial statements as required
- Assist Finance Manager with any additional duties as necessary

- Responsible for other duties in Finance Manager's absence as assigned by the Finance Manager and/or Executive Director.

#### Quarterly & Yearly Reports

- Prepare and submit the yearly MPAC reports which identify the revenue, expenses and capital expenditures
- Prepare for submission the Annual Occupancy Reporting for Athlone and Clementine
- Prepare for submission the MIS and SRI reports to Ontario Health and the Ministry of Health in consultation with the Finance Manager and other members of the Finance team
- Prepare the annual Charity Return

#### Year-End Audit

- Prepare the detailed list of potential accounts for year-end write off
- Prepare a detailed list of outstanding accounts receivable, miscellaneous revenues and expenditures
- Analysis of rent revenue accounts and explanation of variances from prior year.
- Analysis of Financial Statements with rationale for vacancies, rent geared-to-income (RGI) and rent supplements variances, aligning with monthly reporting
- Other various year-end reconciliations
- Prepare additional reports and information as requested by the auditors

#### Office & Administration

- Attend meetings with the Finance Manager, the Administrative team and other meetings as scheduled
- Communicate key information between administrative staff and other staff and levels of management
- Assist in the administration/housing departments when in an emergency
- Back up for the Finance Associates (Payroll & A/P)

#### **Qualifications:**

- Community College diploma in accounting, working towards CPA an asset
- Minimum 5 years experience in full accounting cycle
- Experience in not-for-profit or health care organizations an asset
- Experience in Microsoft suite and computerized accounting systems (Sage 300)

#### **Pre-Hiring Requirements:**

- Academic Certificate(s)
- Criminal reference check
- Valid driver's license/ vehicle
- Proof that the successful candidate has received both doses of a Health Canada approved COVID 19 vaccine at least 14 days before the first day of work, subject always to Ottawa Salus' duty to accommodate under the Ontario Human Rights Code.

#### **Language Requirement:**

The successful candidate must be able to speak and write proficiently in English. Bilingualism (English/French) is an asset.

#### **Knowledge:**

- Comprehensive knowledge of basic accounting systems/ principles
- Knowledge of bank statement reconciliations
- Knowledge of computerized programs specifically accounting

- Knowledge of Ministry of Health reporting standards, such as MIS financial, statistical and trial balance reporting.
- Knowledge of payroll principles, payroll software and tools

**Skills:**

- Ability to problem solve, make decisions and multi task
- Ability to work independently without close supervision
- Good office administration and organizational skills
- Ability to manage time and resources effectively
- Ability to provide support to the Finance Manager and Finance staff with accounting inquiries
- Proficient in Microsoft Office
- Ability to analyze current financial practices and provide recommendations to increase efficiencies where / as needed
- Public Relations skills

**Suitability Factors:**

- Demonstrates sound judgement and common sense in decision making and problem solving
- Able to relate to routine operations in a manner that is consistent with existing policy and procedures; able to conform to established policy and procedures
- Demonstrates courteous and professional demeanor, tact and diplomacy
- Displays empathy and social awareness
- Demonstrates perseverance and patience
- Demonstrates willingness and flexibility
- Understands and respects confidentiality
- Displays compassion and positive demeanour

**Salary range:**

The annual salary range for this position is \$52,616.20 to \$60,132.80 depending on an individual's relevant experience.

**Why Work at Ottawa Salus?**

Salus has a proven record of successfully supporting clients with serious and persistent mental health and addictions illness to live their best possible life. Regardless of their role in the organization, our staff are passionate about their work and supporting clients on their journey to recovery. If you are someone that wants to make the world a better place and bring hope to others, you will love working here.

All that, plus we offer:

- Competitive earnings
- Generous Health benefits and pension plan (HOOPP)
- Free onsite parking
- Compressed work week
- Paid vacation days
- A friendly team who create a great work environment

**Application instructions:**

If you wish to apply for this position, please send your resume and cover letter as a single document by email to [HR@salusottawa.org](mailto:HR@salusottawa.org) with the subject heading "**Finance Associate 2022**" by 4.30pm on **January 31, 2022**. (As per the Collective Agreement, the deadline for internal candidates is January 17, 2022.)

While we thank all applicants for their interest, only those selected for an interview will be contacted.

Ottawa Salus is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates requiring accommodation during the interview process should advise in advance.