



OTTAWA SALUS CORPORATION
INTERNAL/EXTERNAL JOB POSTING

Position:	Finance Associate (Accounts Receivable)
Number of Position(s):	One (1)
Position Type:	(1) 12-Month Temporary Full Time non-unionized (35 Hours/Week: Monday to Friday)
Language Requirement:	English essential. Bilingualism (English/French), an asset
Posting Date:	March 8, 2023
Closing Date:	Internal Candidates: March 15, 2023
	External Candidates: March 22, 2023
Reports to:	Senior Manager, Finance
Start date:	As soon as possible

Purpose:

The Finance Associate works as part of a team, under the supervision of the Senior Manager, Finance, 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.

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 Senior Manager, Finance 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

- 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
- Assist Senior Manager, Finance with any additional duties as necessary

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

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 and Administration

- Attend meetings with the Senior Manager, Finance, 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
- 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 Senior Manager, Finance 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 salary range for this position is \$29.78/hr to \$34.04/hr (\$54,199.60 to \$61,952.80 annually) 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 with the subject heading "**Finance Associate 032023**" by 4.30pm on **March 22, 2023**. (As per the Collective Agreement, the deadline for internal candidates is March 15, 2023.)

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.