

Finance Administrator Responsibilities

The finance administrator will work with the physician society to track, summarize, and report on all financial transactions of the organization and to arrange for all required payments using both the Facility Engagement Management System (FEMS) and the accounting software.

Primary Duties and Responsibilities

- Payment of all vendor and supplier claims on a bi-monthly basis, using both FEMS and accounting software, in liaison with physician society administrators.
- Prepare payroll calculations and remittances for physician society directors, file required payroll reports, and reconcile them to the CRA payroll remittance account.
- Reconciliation of bank and credit card statements in liaison with the physician society administrators.
- Reconcile and match FEMS entries to accounting software.
- Comply with federal, provincial, and local legal requirements by keeping up to date, enforcing adherence, filing reports, and advising the physician society on needed actions.
- Prepare financial reports as required by collecting, analyzing, and summarizing account information and trends using both accounting software and FEMS.

Recommended Qualifications

- Knowledge of bookkeeping processes and generally accepted accounting principles for non-profit organizations.
- Good/excellent working knowledge of Sage 50 or QuickBooks software, including:
 - Sales tax processes
 - Payroll processes
- Excellent knowledge of Excel.
- Proven ability to meet deadlines, take direction, and pay attention to detail.
- Able to work independently yet cooperatively with others.
- Experience with the health care industry and non-profit organizations is a definite asset.

Manual Payment Method

1. Generate manual payments for governance and suppliers. All physician payments should be made through VoPay.
2. For supplier claims, pay them by preferred method of payment and 'Mark Paid' with the payment number (e.g. cheque number, e-transfer confirmation number). The bookkeeper and MSA administrators need to agree on who will manage this series of tasks.

3. For governance claims, plan to process payroll once a month:
 1. Total the monthly amount for each executive in FEMS, and divide by 176.18 to get the number of hours worked on governance items in that month.
 2. Use the payroll module in your accounting software to generate the net payroll amount and the CRA payment amount.
 3. Pay the executives their net payroll amount and 'Mark Paid' in Manual Payments with the payment number. Send them their pay stub.
 4. Enter a FEMS claim for the employer portion of CPP (follow the [tip sheet](#)).
 5. As required (monthly or quarterly), remit payroll deductions to CRA. The PD7A is generated through your accounting software.
4. Pull the accounting extract in FEMS to update the accounting software. You will need to create a reversing transaction to clear the payroll transactions in your accounting software (DR 10101, CR 10125 – Gross Payroll amount)
5. Complete bank and credit card reconciliation to ensure all banking charges, credit card charges, and automatic payments have an accompanying entry in FEMS. Any discrepancies must be rectified within one week after notification from the bookkeeper to the MSA administrators.
6. No claims are to be paid without an accompanying entry in FEMS, except for CRA payroll deductions and employee expenses, as required.