

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

- Enter annual budgets into accounting software.
- Do data entry and reconciliation of all bank and credit card accounts.
- Track and collect all payments and accounts receivable.
- Track all vendor invoices, sessional payments from physicians and allied health professionals, and accounts payable via either accounting software or FEMS as required.
- Reconcile all vendor accounts as required.
- Prepare payroll calculations and remittances, distribute pay cheques and pay stubs, file required payroll reporting, and reconcile to CRA payroll remittance account.
- Prepare and file sales tax returns, pay installments as required, and reconcile to CRA GST account and Ministry of Finance account.
- Comply with federal, provincial, and local legal requirements by keeping up to date, enforcing adherence, filing reports, and advising Physician Society on needed actions.
- Track all expenditures for engagement activities in FEMS.
- Reconcile operating expenses (from accounting software) to FEMS.
- Reconcile FEMS entries to accounting software.
- Prepare financial reports as required by collecting, analyzing, and summarizing account information and trends, using both accounting software and FEMS.
 - Possible financial reports include:
 - Monthly statement of financial position and statement of operations/activities.
 - Monthly or quarterly board financial reporting package.
 - Additional financial analysis as required.
 - Year-end audit, including organizing and providing all supporting documentation requested by external auditor.
- Maintain filing system for supporting documentation for all financial transactions.



Recommended Qualifications

- Knowledge of bookkeeping processes and generally accepted accounting principles for not-for-profit organizations.
- Good/excellent working knowledge of Sage 50 or QuickBooks software, including:
 - Payroll features.
 - Sales taxes features.
- Strong Microsoft Excel skills.
- Strong written and verbal English communication skills.
- Proven ability to establish, prioritize, and accomplish goals.
- 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 not-for-profit organizations a definite asset.