

POSITION SUMMARY

The Finance Manager works under the direction of the Executive Director (ED) and supports PAAFHT's financial management policies, decisions, and day-to-day operations. The Finance Manager works in close collaboration with the Executive Director to ensure the organization's financial, operational, and information management systems support the provision of high-quality, client-centered primary health care.

The Finance Manager is responsible for the management and administration of PAAFHT finances, including preparation, administration, and monitoring of operating and capital budgets; monthly accounting; payroll; financial planning; and reporting. They support the finance-related functions required for day-to-day operations, service delivery, and Ministry of Health / Ontario Health requirements for budgetary, operational, program, and staffing data.

The Finance Manager may:

- Assign work to one or more FHT administrative staff from time to time and supervise their work.
- Upon direction from the Executive Director, act in their stead if away from the office for an extended period. This assignment may require the Finance Manager to supervise Interdisciplinary Health Professionals, administrative staff, and Information Technology Services staff within established limits of authority.

POSITION REQUIREMENTS

The minimum requirements for this position are:

Core Competencies

- Time Management
- Development & Continual Learning
- Problem Solving
- Accountability and Dependability
- Research & Analysis
- Decision Making and Judgement
- Ethics and Integrity
- Planning & Organizing
- Mathematical Reasoning
- Leadership & Supervision
- Adaptability & Flexibility
- Coaching & Mentoring
- Communication & Team Work
- Confidentiality & Professionalism

DUTIES AND RESPONSIBILITIES

1. Financial Management

- Develop, implement, and monitor PAAFHT's financial systems to ensure effective internal controls and compliance with all relevant legislation and funding requirements.
- Coordinate and prepare annual operating and capital budgets in collaboration with the Executive Director
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and Ministry of Health / Ontario Health reporting standards
- Prepare timely, accurate monthly and year-end financial statements and reports for the ED, Board, and funding agencies.
- Maintain detailed financial records, filing systems, and policies that support accountability, transparency, and compliance with applicable financial policies and requirements.

- Manage day-to-day full-cycle finances, including banking, accounts payable, accounts receivable, bi-weekly payroll, budgeting, projections, general accounting, account analysis, and reporting.
- Manage cash flow, investments, and bank accounts, including timely deposits, reconciliations, and monitoring of transactions.
- Prepare and manage month-end reconciliations and closing procedures to ensure accurate, timely reporting.
- Manage, maintain and plan for capital asset purchases and IT refresh schedules.
- Manage and administer payroll, benefits, leases, and insurance coverage.
- Analyze monthly financial statements, including balance sheets, income statements, and cash flow statements.
- Complete year-end reconciliations and reporting requirements on time, including PAs, T4s, EHT, WSIB, and HOOPP.
- Ensure timely completion of financial audits, preparing all working papers and liaising with external auditors.
- Prepare funding and statistical reports for submission to the Ministry of Health / Ontario Health and other agencies as required by contract.
- Calculate and remit all required tax payments (e.g., HST).
- Review, post, and reconcile all financial transactions to ledgers and ensure accuracy of all journal entries.
- Stay informed of the programs available to NON-OPS, including VOR arrangements.
- Prepare plans for forecasting, variance analysis, and long-range financial planning for the ED
- Provide input and advice to the Executive Director and Board regarding financial strategy and sustainability.
- Ensure compliance with all relevant regulatory and reporting requirements of government departments and agencies.
- Provide support to employees regarding payroll, benefits, and financial inquiries.

2. Leadership and Organizational Support

- Work in accordance with PAAFHT Board policies, standards, and procedures, bringing any concerns affecting financial or operational viability to the attention of the ED.
- Collaborate with the ED to support strategic and operational planning processes, providing financial analysis and recommendations.
- Participate in team meetings, committees, and organizational initiatives to support overall strategy and continuous quality improvement.
- Support the development and evaluation of organizational policies and procedures.
- Represent PAAFHT professionally in all interactions, promoting a positive image and maintaining strong relationships with internal and external partners, including the Ministry of Health, Ontario Health, and community agencies.

3. Human Resources and Administrative Support

- Collaborate with the ED to ensure effective human resource and performance management systems.
- Promote a positive, team-based work environment built on respect, collaboration, and continuous improvement.
- Maintain confidentiality and adhere to organizational policies and workplace safety regulations.

4. Quality Improvement and Professional Development

- Maintain up-to-date knowledge of current accounting standards, legislation, and trends in healthcare finance
- Attend professional development opportunities, conferences, or training as appropriate.
- Contribute to organizational continuous improvement through feedback, innovation, and leadership in best practices.

JOB SPECIFICATIONS AND REQUIREMENTS

Education/Professional Requirements

- Undergraduate degree in Accounting, Finance, Business Administration, or related field.
- Minimum five (5) years of progressive financial management experience in a non-profit or healthcare setting.
- Professional accounting designation (CPA) an asset
- Property management experience considered an asset.

Knowledge, Skills and Abilities

- Strong knowledge of GAAP, financial analysis, and budgeting principles.
- Demonstrated understanding of Ministry of Health / Ontario Health funding requirements and non-profit organization financial legislation.
- Proven ability to manage, interpret, and analyze budgets.
- Excellent leadership, supervisory, and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and accounting software systems – we currently use Quick Books Online
- Exceptional organizational and time management abilities, with strong attention to detail.
- Ability to work independently and collaboratively in a multidisciplinary environment.
- Excellent written and verbal communication skills in both official languages an asset.
- High level of integrity, discretion, and commitment to confidentiality.
- Knowledge of PHIPA, PIPEDA, and related privacy legislation.

IMPACT OF ERRORS IN JUDGMENT AND FINANCIAL RESPONSIBILITY

Impact of Errors in Judgment

- The level of impact of errors in judgment may range from low to extremely high, depending on the nature of the decision.
- Incorrect or inappropriate financial recommendations or reporting could adversely affect PAAFHT's financial position, reputation, and relationships with funding agencies.
- Errors may result in financial losses, audit findings, or non-compliance with Ministry of Health / Ontario Health and government regulations.
- Poor interpersonal skills or communication may negatively impact relations with staff, community partners, and external stakeholders.
- Errors are expected to be identified and corrected independently or in consultation with the Executive Director.

Financial Responsibility

- Responsible for management of the annual budget process and preparation of timely, accurate financial reporting.
- Oversees cash flow management, capital and fixed asset tracking, and financial forecasting.
- Prepares annual audit working papers and liaises directly with external auditors to ensure a smooth, timely, and efficient audit process.
- Prepares draft financial statements and accompanying notes for auditors.
- Ensures accuracy and completeness of financial results, implementing internal controls to safeguard organizational assets.
- Provides regular financial forecasts and variance analysis to support informed decision-making by the Executive Director and Board of Directors.

WORKING CONDITIONS

Work is performed in a variety of settings both within and outside of the four clinics (Powassan, Astorville, South River and Bonfield).

REPORTING RELATIONSHIPS

The Finance Manager position reports and is accountable to the Executive Director.

PROBATIONARY PERIOD

Three-month probationary period.

The duties and responsibilities described above are representative of the position and are not intended to be all-inclusive. As a new and evolving role within the Powassan & Area Family Health Team, the scope of this position may change over time in response to organizational priorities, best practices, patient needs, and community needs. Employees are expected to demonstrate flexibility and adaptability in supporting staff, programs and services across all Family Health Team sites.