



Job Description

Grey Bruce Hospice Inc.

Position Title: Finance Coordinator

Reports To: Executive Director

Job Grade: 9

Position Summary

The Finance Coordinator reports to the Executive Director and is responsible for financial management of GBH.

Description

Under the direction of the Executive Director, the Finance Coordinator's main function is to assist with preparing and maintaining GBHs budget, finances, day-to-day financial procedures, monthly/annual financial reporting requirements, and preparing for audit. The Finance Coordinator is a backup for payroll and is responsible for all remittances.

Key Duties and Responsibilities

- Sits as a member of the Leadership Team that evaluates and recommends efficiencies across departments of GBH and drives continuous improvement and program review and evaluates all budgets prior to review by the Board.
- Supports the Treasurer in all statutory operational and advisory roles.
- Supports the Executive Director in Risk Management assessment and compiling of accurate financial records.
- As the Department Head, use well-developed technical, management and leadership skills to lead and/or participate on project teams as assigned.
- Lead and manage policy development for Finance/Accounting, Purchasing, Risk Management, and safeguard assets of GBH.
- Responsible for the cash management of GBH to the Board in accordance with GAAP/PSAB, ONCA and CRA standards.
- Works with the Donor Relations Coordinator to ensure comprehensive accounting of charitable revenues.
- Responsible for cash management that includes planning and maintaining optimal cash balances to meet GBH financial obligations, develop and implement internal controls such as reconciliation and internal audits of cash handling areas.
- Ensure Generally Accepted Accounting Principles (GAAP) and financial reporting systems are in place and up-to-date e.g. A/P, A/R, donations, receipting.
- Coordinate the annual audit process, liaise with external auditors and the Executive Director, and make recommended improvements.



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Educational Requirements & Experience

- Requires a degree (preferred) or diploma in office administration with a focus on finance, or accounting/finance. CA, CMA or CGA designation an asset.
- Minimum 2 years' experience.
- Experience working through a successful audit.

Core Competencies

- Competent in all aspects of financial management and procedures
- Highly developed time management and prioritization skills
- Ability to effectively communicate both verbally and in writing
- Effective conflict resolution skills
- Attention to detail, organized, resourceful
- Proficient in managing a financial system (Sage Premium preferred)
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Ability to adapt to new technology
- Ability to prioritize and manage conflicting demands
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team

Commitment to Health & Safety

All employees must personally comply with, assume appropriate Internal Responsibility Systems, and compliance with all health and safety practices, standard operating procedures and the Occupational Health and Safety Act and Regulations. This includes completion of designated Health and Safety training.

Job Details

Hours of Work:	This is a full-time, 40 hours per week position. Occasional weekend and evening work will be required.		
Direct Reports	0		
Overtime:	Applies		
Driver's License:	Required	Class:	G2 or higher
Approval:	<i>Approved March 12, 2024</i>		