



The Barrie & Community Family Health Team (BCFHT) is one of the largest family health teams in Ontario. We are comprised of Physicians, Registered Nurses, Nurse Practitioners, Dietitians, Pharmacists, Diabetes and Respiratory Educators, Mental Health Counsellors, Social Worker, Occupational Therapist and an Administrative team. Our Team is focused on improving access to comprehensive, patient-centered, team-based primary health care, which supports self-management, emphasizes health promotion and disease prevention, and enhances the management of individuals with chronic diseases through programs that are well linked with other local and community services.

The BCFHT is increasingly evolving into a more sophisticated and established organization and requires a Finance Manager that has the leadership strengths and vision to assist the organization in realizing its potential. We are currently searching for a:

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Finance Manager **Full Time (37.5 hours per week)**

Position Description

The Finance Manager reports to the Executive Director and is responsible for all financial and accounting functions in the organization including accounts payable, accounts receivable, budgeting, reporting and compliance. The incumbent works closely with the Executive Director, the HR Manager and the Leadership Team and provides financial guidance, input and direction. The Finance Manager will be responsible for leading and supporting a team of 3 direct reports. The right candidate will enhance and evolve the capabilities of the Finance department to create a highly functioning team.

Main Responsibilities & Objectives

- Maintain the financial health of the BCFHT
- Develop and implement financial processes, policies and procedures that are aligned with the overall strategic direction of the BCFHT
- Ensure that all financial transactions and payroll entries are aligned with legislative requirements, including journal entries and accruals
- Liaise with MOHLTC Representative for reporting, guidance and queries when required
- Develop and maintain the day-to-day financial records including general ledger transactions, accounts payable and receivables, payroll entries and reconciliations ensuring compliance with industry legislation, GAAP and regulatory guidelines
- Ensure appropriate controls are in place to protect the financial interests of the BCFHT and monitor said controls
- Prepare trial balances for each of the ledger accounts and ensure bank reconciliations are completed monthly
- Prepare monthly budget updates for the Executive Director and members of the Leadership Team
- Prepare and present quarterly statements for approval of the Board Finance Committee
- Mentor, lead and support the Finance team consisting of: Finance Coordinator, Payroll and Benefits Analyst, and Purchasing and Facilities Coordinator
- Oversee and ensure the integrity of payroll, T4s, ROEs, and Group Benefit Plan payments in collaboration with the Payroll and Benefits Analyst
- Ensure that regular financial reports are prepared and distributed to MOHLTC, Board of Directors, Finance Committee and other organizations as required
- Prepare annual year-end statements for funding sources, T4 Summaries and T4 Supplementary for all employees, and required statements for external auditor's annual audit
- Oversee and lead annual operating budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep the Leadership Team abreast of the BCFHT's financial status

- Develop and maintain an accurate inventory of fixed assets and coordinate their procurement alongside the Purchasing & Facilities Coordinator
- Organize and monitor BCFHT facilities including lease agreements, leasehold improvements, renovations, purchases and general maintenance.
- Coordinate agreements and purchases with BCFHT physicians upon recruitment of Nurse Practitioners within the Physician practices
- Manage petty cash funds effectively and efficiently
- Proficient with the upgrade and roll out of various finance software

Education, Experience & Requirements

- Proven experience leading and developing a Finance Department
- Experience in the financial sector with previous roles such as Financial Analyst
- A University degree in Finance or Accounting or a minimum of 6 years related work experience
- Experience with finance in a non-profit organization
- Completion of CPA considered a strong asset
- Knowledge and practice of GAAP (Generally Accepted Accounting Principles)
- Understanding of provincial/local legislation as well as government policies, procedures and practices pertaining to services provided by the BCFHT
- Strong networking and interpersonal skills
- Proven financial analysis and reporting skills with a strong eye for detail
- Demonstrated understanding and experience leading and administering payroll (Payworks)
- Exceptional working knowledge of MS Excel and other computer applications including MS Word, Outlook, payroll programs and accounting software
- Experience with Great Plains Dynamic
- Excellent communication, presentation, and problem solving skills
- Good emotional intelligence and the ability to work collaboratively with peers and staff both inside and outside of the organization

Additional Job Requirements

- Must have the ability to travel within the community, have a reliable vehicle, valid driver's license and current auto insurance
- Must adhere to all BCFHT Policies and Procedures, including Occupational Health & Safety policies, WHMIS and applicable legislation
- May be required to attend meetings before or after regular working hours

HOW TO APPLY

Qualified applicants are asked to forward their cover letter and resume to careers@bcfht.ca. **Deadline for applications is March 24, 2019.** For more information on our team please visit our website at www.barriefht.ca. We thank all applicants for their interest in BCFHT, however, only those applicants considered for an interview will be contacted.

The Barrie and Community Family Health Team supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal peoples and persons with a disability. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.

*The Barrie and Community Family Health Team is committed to improving access and opportunities for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act. If you require a specific accommodation during the application, interview or recruitment stage, please contact our HR Coordinator by phone at 705-721-0370 x 2119, by fax at 705-725-4708 or by email at careers@bcfht.ca noting **Accessibility Inquiry** in the subject line, in order for appropriate accommodations to be made.*