

*The South West Local Health Integration Network (LHIN) is one of 14 local organizations in Ontario that plan, coordinate and fund local health services and deliver high quality home and community care to patients and families. The South West LHIN is committed to health improvement, innovation, and the establishment of collaborative partnerships to improve population health, experience and value for money across the health care system.*

*LHIN staff incorporates the best aspects of teamwork and continuous learning as they work with the local community to ensure the best health outcomes for everyone. If you have a passion for excellence and an entrepreneurial spirit, this is your opportunity to make a difference as part of a dynamic team transforming the Ontario healthcare system.*

## Finance Assistant (Permanent Full-Time)

### The Opportunity

As a member of the corporate services team, the Finance Assistant is responsible for providing financial and administrative services including the processing of accounts payable and accounts receivable ensuring accuracy of information and alignment with financial policies/ generally accepted accounting principles. Finance Assistant participates in and demonstrates an understanding of quality, risk and client safety principles and practices. Follows all safe practices and procedures to support a safe client and working environment.

### What Can I Expect to Do?

#### Financial Administration

- Batches invoices, check coding, match invoices to P.O./packing slip, distribute invoices for authorization
- Performs cheque runs, prepares for distribution
- Prepares and deposits cheques to bank, go to bank, enter to system
- Responsible for petty cash for head office, maintain and submit for replenishment
- Issues payments to employees for approved expense forms, ensure employee expense claims are consistent with guidelines and policies
- Analyzes assigned accounts to ensure correct posting of information
- Analyze data and generate reports as required
- Upload and review service provider billings through client databases, ensure files are accurately processed and information is forwarded to teams for reconciliation, upon return files are reprocessed and payments are created, remittance information is forwarded to providers
- Responsible for billing and collection of various accounts receivable (eg. WSIB)
- Responsible for processing charitable donations, including deposit and reconciliation and issue charitable donation receipts
- May prepare bank reconciliations
- Handles filing of relevant documentation (e.g., vendor invoices, expense forms)
- May be assigned to participate and support organizational projects as required
- Basic knowledge of South West CCAC business strategies, objectives, priorities and programs, and related Finance priorities and requirements
- Knowledge of South West CCAC administrative practices and procedures
- Ability to answer queries in a clear and concise manner, and provide supporting material when advising management, staff and external parties.
- Analyzes multiple pieces of financial data
- Manages multiple priorities as circumstances and information change frequently
- Accountable for double-checking invoices received
- Ensures adherence to policy
- Ensures adherence to generally accepted accounting principles and standards

## Physical Demands

- Work is generally completed at a desk
- Long periods of sitting and regular computer/phone use
- The incumbent has freedom to move about or change position at will

## Visual Demands

- Reads a variety of reports, including charts, statistics and slides on a daily basis
- Required to view a computer screen daily for responding to e-mail, preparing documents and reports, reviewing transactions and invoices and analyzing data

## Concentration Demands

- Absorbs and analyzes reports and complex data on a routine basis
- Interruptions are common and demands are made from staff, Senior Management and external parties

**Location:** This position is located at 356 Oxford Street West, London

## How do I qualify?

### Education:

#### Finance

- Community College Diploma specializing in accounting / finance or equivalent combination of education and experience dedicated to an accounting /finance department
- Minimum 2 years experience in Accounts Payable and Accounts Receivable
- Knowledge of tools, systems and databases used in processing accounts payables and receivables
- Knowledge of generally accepted accounting principles, procedures, and standards

### Technical Skills:

- Proficient with PC based hardware/software and inter/intranets
- Comprehensive knowledge of Microsoft Office applications (e.g., Outlook, Word, Excel, etc)

***Should you be interested in this exciting opportunity, please visit [www.ccacjobs.ca](http://www.ccacjobs.ca) to apply. Application deadline is August 7, 2017.***

**Compensation includes competitive salary, benefits and pension plan.**

**For further information on the South West LHIN please visit: <http://www.southwestlhin.on.ca>**

*The LHIN is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.*