



POSITION DESCRIPTION

POSITION TITLE: REGIONAL MANAGER, FINANCIAL SERVICES

DEPARTMENT: FINANCE

CLASSIFICATION:

UNION: NON-UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR, FINANCIAL SERVICES

POSITIONS SUPERVISED: SENIOR ACCOUNTANT AND REGIONAL ACCOUNTANT

POSITION SUMMARY

The Regional Manager, Financial Services is a member of the finance team and is responsible for financial and statistical reporting, budget preparation, variance analysis, account reconciliation, and supervision of the Accountant positions. This position will also act as a liaison with various departments within the health region.

The position of Regional Manager, Financial Services functions in a manner consistent with, and supports the mission, vision and values of the Interlake- Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Responsible for the production of financial and statistical reports, including formatting and building new reports as required.
- Prepares reports comparing actual departmental and program results to the budget, and, in consultation with managers, interprets variances as required.
- Prepares the consolidated monthly financial report on a timely basis. Prepares written explanation of the financial report.

- Prepares financial reports and templates as required by MHSAL.
- Completes external reports as required, i.e. – GST rebate application, registered charity return, statistical surveys, etc.
- Acts as resource person for interpretation of statistical and financial reports.
- Assists in preparing annual operating and capital budgets for the region, in cooperation with managers.
- Maintains all capital asset records and depreciation schedules.
- Reconciles assigned general ledger accounts on a regular basis.
- Assists in preparation of year-end audit file.
- Supervises the functioning of the Senior Accountant and Regional Accountant.
- Ensures that individual performance appraisals of supervised staff are prepared according to regional policy.
- Assists in the review of processes with the purpose of identifying improvements.
- Special Projects as assigned by the Regional Director, Financial Services and the Vice President, Finance & CFO.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Business Degree, Accounting designation, or related pertinent education.

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Three (3) to five (5) years related experience, preferable in healthcare industry.
- Demonstrated experience and understanding of accounting principles.
- Experience with MIS guidelines preferred.
- Demonstrated experience and skills in the understanding and use of personal computers, computerized accounting software, and Microsoft Office software packages.
- Experience with Dynamics software preferred.

SKILLS/COMPETENCIES:

- Demonstrated analytical skills required.
- Demonstrated organizational skills required.
- Demonstrated supervisory ability.
- Excellent written and oral communication skills demonstrating judgment, courtesy and tact in both.
- Ability to build and maintain positive working relationships with staff and to work in a multi-disciplinary team based working environment.

- Ability to work independently and handle a large volume of work with a minimum of supervision.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse

outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: September, 2018
Date

Revised: _____
Date

Approved by: _____
Regional Manager/Supervisor Date

Approved by: _____
Vice President/CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.