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## POSITION DESCRIPTION

**POSITION TITLE:** REGIONAL DIRECTOR FINANCIAL SERVICES

**DEPARTMENT:** FINANCE

**CLASSIFICATION:**

**UNION:** OUT OF SCOPE

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** VICE PRESIDENT FINANCE, CFO

**POSITIONS SUPERVISED:** REGIONAL MANAGER FINANCIAL REPORTING, SENIOR FINANCIAL ANALYST, REGIONAL MANAGER FINANCE & PAYROLL, REGIONAL MANAGER BUDGET AND PROGRAM REPORTING

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## POSITION SUMMARY

The Regional Director of Financial Services oversees all the activities and staff of the finance and payroll departments for the Interlake-Eastern RHA. The Regional Director of Financial Services has overall responsibility for the planning, executing and reporting of financial operations. The position of Regional Director, Financial functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Prepares and administers the department's budget, including determining staffing and operational needs; approves and monitors departmental expenditures.
- Plans, organizes, administers, reviews and evaluates the work of the Financial Services team.

- Responsible for the preparation, analysis and reporting of regional financial, statistical and payroll results and projections and communicating these to internal and external interests in an effective, accurate and timely fashion.
- Provides regular monthly briefings/updates to the Finance Committee of the Board
- Responsible to ensure compliance with regulatory bodies and appropriate submission of associated payments (CRA, GST, PST, Charity returns)
- Oversees the budgeting process from initial development to final analysis and final reporting to the Senior Leadership Team
- Evaluates, revises and develops policies and procedures for all accounting and finance, payroll related processes to ensure compliance with established standards of practice and professional and regulatory guidelines.
- Maintains and monitors a system of appropriate internal controls.
- Nurtures a consultative relationship with managers to provide advice, financial guidance and relevant financial, statistical and payroll reports.
- Serves as a member of the Interlake-Eastern RHA Leadership Team
- Provides cash and funds management, credit, and risk management in accordance with regional policies
- Manages the External Audit process.
- Manages the information system environment for Finance and Payroll
- Serves in an acting capacity for the VP Finance, CFO as required.
- Keeps current on developments within Finance and Accounting
- 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:**

- Recognized professional accounting designation in good standing.
- University degree in Business, Accounting or relevant related discipline.

**REQUIRED KNOWLEDGE:**

- Robust experience managing and using accounting information systems.

**EXPERIENCE REQUIRED:**

- Five (5) years accounting management experience, preferably in the healthcare sector.

**SKILLS/COMPETENCIES:**

- Demonstrated knowledge of theories, principles and operational practices integral to accounting, financial and payroll management.
- Demonstrated organization, prioritization and time management skills required.
- Excellent communication skills, demonstrating considerable judgement, courtesy, and tact
- Ability to handle difficult and sensitive situations confidentially using sound, independent judgment within general policy and legal guidelines.

- Ability to supervise and evaluate staff, directly and through multiple levels of supervision;
  - Ability to build and maintain positive working relationships and work in multi-disciplinary teams
  - Given the cultural diversity of the 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.
  - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
  - 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.

#### **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.
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Created: \_\_\_\_\_  
Date

Revised: July 27, 2016  
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.*