



Southwest Ontario
Aboriginal Health
Access Centre

Finance Administrator

Status: Full-time contract to March 29, 2024 (possibility of extension)
Location: 379 Dundas Street, London
Hours: 35 hours/week
Paid Time Off: 3 weeks of vacation, plus sick days, spiritual/cultural leave, birthday
Pension: HOOPP (defined benefit plan) – optional (for contract only)
Posting Date: March 8, 2023
Deadline: March 22, 2023

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of a **Finance Administrator** to join our interdisciplinary staff team to work on our Jordan's Principle program team **in London**.

Reporting to the Director of Finance & Operations, the **Finance Administrator** is responsible for providing accounting support of both accounts payable and accounts receivable, preparing various financial reports and tracking Jordan's Principle payments and applications.

Responsibilities

- Process Accounts Receivable and Payable functions and related data entry such as receiving, reviewing and processing invoices, (upon approval),
- Prepare general ledger reconciliations, journal entries, monthly financial statements and reporting for assigned accounts
- Monitor and maintain Accounts Payable email account, respond to inquiries.
- Submit claims to Indigenous Service Canada for reimbursement.
- Follow and comply with the requirements of reporting to Health Canada
- Maintain filing for Finance department in addition to performing clerical duties such as faxing, photocopying, preparing documents
- Ensure confidentiality of documents, information and records
- Other general accounting and administrative responsibilities as required
- Provide support and assistance to the Director, Finance and Operations with annual audits and business analysis

Qualifications

- Diploma in Accounting or Business Administration
- Minimum 2-year experience in accounting and/or bookkeeping or related field
- In-depth knowledge of general accounting practices and procedures
- Advanced proficiency with computer skills including Windows Operating System, MS Office programs (Excel, Word, Outlook)
- Strong mathematical aptitude and analytical skills applicable to comprehend various financial and accounting functions
- Knowledge and demonstrated ability in core competencies including organization, customer service, communication, teamwork, initiative, self-management, accountability, adaptability
- Ability to work independently, demonstrating attention to detail, effective time-management and organizational skills to meet deadlines
- Experience with Jordan's Principle program an asset
- Willingness to participate in Indigenous Cultural Safety Training, teachings and ceremonies
- Clean and current Vulnerable Sector Background Check, is a condition of employment
- Travel within London and area SOAHAC sites as required
- Access to reliable transportation
- Ability to work outside normal business hours as required occasionally
- Up to date immunization record including at least 2 COVID-19 vaccinations

****This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.***

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants (please self-identify). SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: careers@soahac.on.ca

Subject line: **Finance Administrator, London**

Or mail to: **Human Resources
Southwest Ontario Aboriginal Health Access Centre
425 - 427 William Street,
London, ON N6B 3E1**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!*

We thank all those for applying but only those selected for an interview will be contacted.