

POSITION DESCRIPTION

Job Title: Finance Officer

Reports to: Manager of Finance

Approved: September 2023

Revised: August 2026, October 2024, January 2024

Primary Function:

Under the direction of the Manager of Finance, the Finance Officer is responsible to perform a number of accounting functions including accounts payable, accounts receivable, petty cash, payroll and other general accounting functions in accordance with Wesway's policies and procedures and applicable Ministry guidelines and legislation.

Roles and Responsibilities:

- Ensure payroll is completed in adherence with applicable regulations and legislation
- Responsible for all financial aspects of accounts receivable (e.g. receipts, recording in general ledger, monthly bank reconciliations and deposits)
- Assist with all aspects of accounts payable (e.g. coding and entering of payments; preparation, distribution and posting of system and manual cheques; calculations of WSIB premiums)
- Responsible for processing hourly and/or salaried payroll transactions and ensuring proper configuration / set-up of payroll system. Liaise with ADP payroll support on day-to-day operations as well as alterations to the payroll program. Contact for staff regarding payroll queries (i.e. T4's)
- Track staff vacations and sick hours. Provide reports to supervisors as needed
- Assist the Manager of Finance with annual reconciliation reports including, but not limited to, Canada Revenue Agency, Employer Health Tax, charitable tax returns, WSIB reconciliation etc.
- Prepare and post month end journal entries pertaining to payroll, banking transactions and adjusting entries as required
- Maintain accounting documents for audit purposes
- Assist in improving internal procedures and processes, controls and more effective and efficient practices
- Keep abreast of new developments and trends in finance and payroll practices through review of professional literature and participation in professional development opportunities as required and available

- Provide training and support for positions providing coverage, as well as for the introduction of new software applications related to accounting and finance (i.e. MS Dynamics)
- Assist in providing research in payroll and tax related issues
- Distribute, monitor, and maintain petty cash
- Participate in agency committees
- Research and prepare information for project specific tasks
- Participate in the development of finance policies, procedures and/or practices as required
- Provide back-up support to the finance department, as required by the Manager of Finance

Statistics

- Track, record and report statistical data as required
- Prepare statistical reports as directed

Other

- Actively pursue relevant training opportunities related to professional learning needs
- Other duties as assigned

Qualifications:

- University degree or college diploma in Accounting, Business or Finance from a recognized academic institution, and a minimum of two years of finance related experience including payroll (or an equivalent combination of education and experience)
- Knowledge of computerized financial systems and networks
- Experience with accounting and payroll software is an asset (i.e. ADP, MS Dynamics)
- Experience with ADP Workforce payroll software
- Demonstrated above average proficiency in computerized Windows environment especially Microsoft Office Excel
- Excellent organizational and time management skills
- Skills in researching related legislation and regulations
- Must work in compliance with the provisions of the Ontario *Occupational Health and Safety Act* and the Regulations pursuant to it
- A valid driver's license and access to a reliable vehicle is required
- Work occasional irregular hours
- Possess a working knowledge of all applicable legislation