

## **POSITION DESCRIPTION**

Job Title: Finance Officer

Reports to: Director of Finance

Approved: September 2023

Revised: October 2024, January 2024

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### **Primary Function:**

Under the direction of the Director 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 (eg. 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 Director 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 Director 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