

Finance Generalist - Job Description

General job information

Job Family:	Corporate Services	Job Number:	CS-07
Job Title:	Finance Generalist		
Business Unit:	CUPE 504.2	Reports to:	Director of Corporate Services
Supervisory:	No	Pay Grade/Band:	AG7

Job Summary

Reporting to the Director of Corporate Services, the Finance Generalist plays a key role in supporting the daily financial operations of PHC by providing administrative and cross-functional support. This position is responsible for preparing, inputting, and maintaining financial data across various platforms, ensuring timely processing of transactions, and assisting with financial reporting needs. The Finance Generalist serves as the first point of contact for the Corporate Services team, addressing inquiries related to financial procedures, and transaction statuses. The role also includes assisting with budget preparation, reconciliation of financial records, and audit support.

Main Responsibilities

1. Finance & General Administration

- Maintain comprehensive records of yearly property taxes, ensuring easy reference and tracking.
- Assist in organizing and maintaining financial records to support compliant financial reporting. Ensure all records are systematically filed and accessible for audit purposes, including digital and physical filing systems.
- Responsible for ordering and inventory of general office supplies, ensuring adequate stock levels to meet staff needs. Oversee the maintenance of office equipment, coordinating services as required.
- Provide a range of administrative support functions to the Corporate Services team, and assisting with ad-hoc tasks as needed. Assist with project tracking and follow-ups.

2. Account Receivable

- Generate, review, and distribute monthly lease charge reports, ensuring data accuracy and completeness. Collaborate with appropriate staff to address any discrepancies.
- Highlighting trends or outstanding balances to make informed decision-making.
- Maintain and organize the accounts receivable electronic system, ensuring that all documentation, including monthly lease charges, payment records, and adjustments, are accurately recorded.

3. Accounts Payable

- Receive and verify utility bills for accuracy and completeness, prepare input documents for posting to appropriate account and posting month.
- Prepare and process administrative payables, including property tax payments, office supplies, legal fees, board expenses, and other non-maintenance-related invoices.
- Identify any unusual utility charges for further investigation. Coordinate with relevant departments to review flagged items and check for any related work orders. Escalate unresolved or complex billing issues to the Accounting Services Coordinator for additional review.
- Receive work orders and invoices from the Building Services team, prepare accounts payable batches.
- Ensure all payables are accurately coded to the relevant properties and general ledger accounts to reduce the risk of errors and avoiding late payment penalties.
- Receive and process reconciliations for the Corporate Commercial Card Program, ensuring expenses are allocated to the correct accounts.
- Maintain the Accounts Payable electronic system to retain a complete audit trail.
- Monitor incoming Accounts Payable correspondence daily for invoices and communications, promptly addressing inquiries, resolving issues, and directing complex matters to the appropriate team members.

4. General Ledger & Reconciliations

- Set up recurring monthly journal entries to track pre-payments and allocate expenses across various categories, including insurance, IT support, property taxes, amortization, and equipment or vehicle leases.
- Prepare, validate, and process monthly journal entry batches for recurring entries.

- Assist in preparing and/or entering additional journal entries for various financial transactions, such as automatic withdrawals, bank interest, fees, subsidies, and miscellaneous adjustments.
- Track the posting and accuracy of journal entries to maintain consistent, accurate financial reporting.
- Support statement reviews for accuracy, ensuring they reflect PHC's financial position and adhere to reporting standards.
- Assist in preparing and reviewing monthly bank reconciliations for multiple accounts.

Competencies

Competency	Description
Knowledge	<ul style="list-style-type: none"> • 2-year Diploma in Finance, Accounting, Business Administration or equivalent. • Requires a solid understanding of accounts receivable and payable processes, financial reconciliations, and general ledger entries. • Proficiency in financial software Microsoft Office is essential to ensure the accuracy of data and reporting. • Knowledge of corporate policies, industry regulations, and basic financial controls.
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience in an entry-level accounting or administrative role. • Prior experience handling financial tasks such as preparing journal entries, managing accounts receivable/payable, and assisting with financial reporting. • Familiarity with invoice processing, bank reconciliations, and general financial support.
Judgement	<ul style="list-style-type: none"> • Ability to exercise sound judgement when reviewing invoices for accuracy, flagging abnormal bills, and investigating potential issues in financial records. • Capacity to evaluate financial data, identify discrepancies, and determine when to escalate issues or handle them independently.

Concentration	<ul style="list-style-type: none"> Moderate mental effort required to process financial data, reconcile accounts, and ensure the accuracy of financial reports.
Physical Activity	<ul style="list-style-type: none"> Physical tasks may include organizing financial records, maintaining office equipment, and handling mail or office supplies, but no heavy lifting or strenuous activity is required.
Dexterity	<ul style="list-style-type: none"> Requires fine motor skills for efficient data entry, managing electronic financial systems, and handling office equipment such as photocopiers, fax machines, and postage meters. Increased dexterity is also necessary when organizing and maintaining financial records for audit purposes. This role requires flexibility and responsiveness to meet varying departmental needs on a continual basis.
Accountability	<ul style="list-style-type: none"> Responsible for ensuring the accuracy of financial transactions, reports, and reconciliations. Inputting and reviewing payable coding correctly, tracking journal entries, and maintaining organized financial records. Adhere to financial deadlines, in accordance with PHC policies and external regulatory standards.
Safety of Others	<ul style="list-style-type: none"> Limited responsibility for safety of others.
Leadership of Others	<ul style="list-style-type: none"> No direct supervision of others. May provide support and guidance to colleagues on financial procedures, collaborate with various departments, and ensure best practices are followed in day-to-day financial tasks.
Contacts	<ul style="list-style-type: none"> Regularly interacts with the Corporate Services team, Resident Services team, Building Services team, vendors, and external stakeholders. Requires strong interpersonal and communication skills when distributing reports, resolving invoice discrepancies, or addressing inquiries.

Environmental Hazards	<ul style="list-style-type: none"> • Minimal exposure to environmental hazards and regular duties are performed in a standard office environment. • Prolonged sitting, technology use and repetitive movements.
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Confidentiality

All employees are required to sign and abide by Employee Confidentiality and Code of Conduct and Ethics Values.

Accommodation

Accommodation requests will be reviewed on an individual basis in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) and any other Federal or Provincial legislation.

Disclaimer

The statements contained in this job description reflect the general details necessary to describe the principal functions of this position, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.