

FINANCIAL AND ADMINISTRATIVE OFFICER

ORGANIZATIONAL PROFILE

Serving 30,000 patients, the Queen Square Doctors (QSD) and its partner Queen Square Family Health Team have been providing comprehensive medical care to the community of Brampton for close to 50 years. The QSD is a group of 19 family health physicians and 25 operational staff, governed by an Executive. The QSD is in a change phase with the implementation of the new Ontario Health Team model and will be developing strategy, re-branding, IT renewal and capital planning. There are multiple private corporate entities and services at QSD.

SCOPE OF POSITION

QSD is seeking a digitally minded, adaptable, financially skilled individual who is energised by optimizing the organization's processes. This will be similar to a start-up, with a mixture of strategic projects and day to day to day "get your hands dirty" tasks. Working directly with the Doctors, the Executive and the General Manager, the Financial and Administrative Officer (FAO) leads financial and payroll functions and is the external liaison for receivables and payables. This position also oversees contracts, leases and sub leases.

The incumbent must have strong digital competency, accounting, payroll and planning proficiency and must be comfortable working in a medical setting. The incumbent must be familiar with an MOH funded healthcare environment and must be willing to learn and use the organization's EMR to extract and reconcile billing data. The incumbent must understand OHIP billings and the MOH financial reimbursement/funding framework. The incumbent will be part of the business team and support the GM in re-setting the information technology and operations software infrastructure at QSD.

2. RESPONSIBILITIES

Financial Accounting

- Reconcile the OHIP RA from the Ministry of Health (MOH), all expenses, non OHIP revenues and prepare doctor allocations and payments. Be the designated contact for MOH RA issues
- Manage organization's accounting program (Quickbooks), this includes invoices received or sent out
- Manage Accounts Payable, including responding vendor inquiry
- Manage Accounts Receivable including follow-up on unpaid invoices with QSD members and respond to all QSD members' questions
- Record reimbursement expenses
- Keep abreast of billing issues/processes and ensure no gaps
- Manage corporate credit cards
- Prepare bank deposits
- Prepare payments (direct deposit)
- Review direct deposit receives and codes them in the accounting software
- Issue invoices receipts, refunds
- Post payments received into accounting software
- Prepare the HST returns as required
- Assist with annual Audit preparation, including completing year-end working paper packages for the auditors
- Prepare financial reports requested by Board, Chair and GM
- Participate in planning activities and provide data as needed
- Manage sub lease agreements and cheques
- Work with external accountant on financial statements, audits, issues
- Administer doctor expenses such as insurance
- Liaise with external accountant//lawyers for audits/notes to reader, other financial issues related to the corporate entities such as dissolution of life insurance

- Prepare financial reports for doctors-optimize the reports, and GM and Executive
- Liaise with banks for any issues pertaining to credit cards and direct deposit and other corporate requirements

Payroll/HR duties

- Review the payroll register/time capture and enter data into payroll, reconciliation spreadsheet
- Prepare and submit reports as required
- Calculate EHT and prepare remittances
- Assist with annual reconciliation of pensionable and insurable earnings (PIER), EHT, T4, T4A
- Respond to employee inquiries regarding payroll services
- Liaise with Ceridian on payroll issues, changes/upgrades to software
- Optimize software set-up
- Liaise with managers/supervisors on staffing/payroll issues
- Administer HR policy within payroll context
- Administer Occupational Health and Safety Insurance requirements in staff injuries

Planning and Administration

- Facilitate procurement and contract management for all aspects of operations such as shredding, storage, security, equipment
- Source and negotiate insurance for all aspects of the business
- Source and negotiate benefits such as GRSP for implementation. Oversee implementation
- Review lease agreements and ensure requirements being met. Process cheques from sub lessors
- Provide support to the billing team, solving problems and improving processes
- Develop business continuity plan
- Support business development/entrepreneurial initiatives-develop business cases
- Support projects on the optimization of revenues and expenses-develop score cards, action plans
- Support projects on evaluating new lines of business
- Special projects: Strategic planning-new services, IT renewal and optimization of operations

3. CANDIDATE QUALIFICATIONS, SKILLS and ATTRIBUTES

- Accounting background and diploma in accounting and/or finance. A baccalaureate degree in accounting or finance, and/or pursuit of CPA designation is preferred.
- Working knowledge of financial analysis tools and required financial procedures
- Ability to analyse data and create useful reports and business cases
- Working knowledge of QuickBooks or equivalent software
- Familiarity with an EMR software application
- Knowledge of payroll related legislation
- Digital expertise-ability to adapt and learn applications fast and move to optimization of current platforms
- Demonstrated planning and execution skills in a multi-tasking environment
- Customer service and relationship management skills (Working with doctors and IHPs an asset)
- Written and verbal communication skills
- Problem-solving skills
- Team building skills

4. EXPERIENCE

Candidates must have at least 2-4 years experience with:

- OHIP billing and reconciliation of revenues from Ministry of Health
- Payroll system- CERIDIAN or equivalent

Please apply by January 31, 2020 to Lisa Alcia, General Manager lalcia@queenssquaredoctors.ca