

POSITION TITLE: Bookkeeper
ORGANIZATION: Almonte Family Health Organization/Ottawa Valley Family Health Team
JOB STATUS: Part-time (7 hours/week)
JOB REPORTS TO: Director of Operations
DATE CREATED: April 2023
APPROVED BY: CEO, OVFHT

JOB SUMMARY:

Under the administrative direction of the Director of Operations, the primary role of the Bookkeeper is to provide general financial support for the clinic's physicians and administration.

ESSENTIAL RESPONSIBILITIES:

Financial Record-Keeping:

- Keep record of all revenues and expenditures for Family Health Organization, (FHO) and the Family Health Team, (FHT) using an accepted financial tracking system.
- Administer both FHT and FHO payroll.
- Maintain a clear and logical filing system for all financial transactions and back-ups, including invoices, packing slips, correspondence, etc.
- Prepare and send cheques to suppliers and service providers for all expenses incurred and track all automatic withdrawals from FHO and FHT accounts.
- Reconcile overhead and other clinic costs with physicians.
- Review monthly banking statements for FHO and FHT accounts and ensure that both organizations are in good financial standing at all times.
- Prepare monthly financial reports; meet with Executive Director on a monthly basis to review expenses, ensure that yearly budget is accurate.
- Organize and facilitate yearly audits for FHO and FHT

ESSENTIAL QUALIFICATIONS, SKILLS, AND EXPERIENCE:

- Completion of a college, university, or certificate program in finance/accounting
- A minimum of 5 years of related experience
- The incumbent must have proficient knowledge in the following areas: administering accounts payable and receivable; processing, verifying, and recording financial documents and forms; administering payrolls; using financial accounting software (preferably Simply Accounting); and generating financial reports.
- Ability to manage several projects concurrently.

- Ability to demonstrate initiative and work independently.
- Ability to maintain confidentiality and impartiality.
- High degree of accuracy and attention to detail
- Proven participatory work style.

PERFORMANCE EVALUATION AND COMPETENCY FEEDBACK:

Competency performance levels will be defined on an annual basis during a formal employee performance evaluation process. The Director of Operations will develop these annual reviews. Evaluations of performance will be justified both quantitatively and qualitatively through examples of regularly occurring behaviors. Informal and semiformal feedback will be continually provided throughout the year between the direct supervisor and incumbent.

LOCATION:

- This position will work in Almonte.