



Southwest Ontario
Aboriginal Health
Access Centre

FT Contract Financial Administrator

Status:	Full-time, contract (to March 31, 2025)
Location:	493 Dundas Street, London
Hours:	35 hours/week
Salary:	\$48,552 to \$57,120 per year
Paid Time Off:	3 weeks of vacation, plus sick days, spiritual/cultural leave, birthday
Benefits:	Comprehensive Health & Dental
Pension:	HOOPP (defined benefit plan) – optional
Posting Date:	April 29, 2024
Deadline:	May 6, 2024 or until filled

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo-Wellington, and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of a **Financial Administrator** to join our interdisciplinary staff team to work on the Finance Team **in London**.

Reporting to the Finance Supervisor, the **Financial Administrator** is responsible for the day-to-day clerical tasks related to accounts payable transactions and supporting the accounts receivable and year-end processes as required.

Responsibilities

- Process, post, and maintain electronic records (using Microsoft GP and related accounts payable software, including FolderIT and Datavan).
- Ensure transactions are coded correctly within the systems.
- Communicate with vendors and other internal or external stakeholders to process payments and address payment enquires.
- Ensure all accounts payable activities comply with relevant policies, internal controls and SOAHAC processes.
- Maintain confidentiality of documents, information, and records.
- Provide support and assistance to other Finance Team members and the Director, Finance & Operations with annual audits and business analysis.
- Maintain filing and record keeping for the Finance department in addition to performing clerical duties as required by the role.
- Other general accounting and administrative responsibilities as required.

Qualifications

- Diploma in Accounting or Business Administration
- Minimum 1-year experience in accounting and/or bookkeeping or related field is preferred
- Knowledge of general accounting practices and procedures
- Advanced proficiency with computer skills including Windows Operating Systems and Office 365
- Strong mathematical aptitude and analytical skills applicable to comprehend various financial and accounting functions
- Knowledge and demonstrated ability in core competencies including organization, customer service, communication, teamwork, initiative, self-management, accountability, adaptability
- Ability to work independently, demonstrating attention to detail, effective time-management and organizational skills to meet deadlines
- Experience within the health sector or other NPO an asset
- Willingness to participate in Indigenous Cultural Safety Training, teachings and ceremonies
- Clean and current Vulnerable Sector Police Records Check, is a condition of employment
- Travel within London and area SOAHAC sites as required
- Access to reliable transportation
- Occasional requirement to work outside normal business hours dependent on work load and department needs
- Up to date immunizations and records

****This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.***

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants (please self-identify). SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: careers@soahac.on.ca

Subject line: **Financial Administrator, London & Chippewa**

Or mail to: **Human Resources
Southwest Ontario Aboriginal Health Access Centre
493 Dundas Street, London, Ontario, N6B 1W4**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at:
www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!*

We thank all those for applying but only those selected for an interview will be contacted.