

Financial Coordinator

The Middlesex-London Health Unit (MLHU) has an exciting opportunity for a **full-time Financial Coordinator**. Reporting to the Comptroller, the Financial Coordinator provides accounting support to the Comptroller and Finance team in the Corporate Services division located at Citi Plaza in London.

DUTIES:

- Perform daily and periodic accounts receivable and accounts payable functions including processing receipts, preparing and paying invoices, performing collections and expense payment activities, processing purchase orders, and preparing bank deposits.
- Assist in the maintenance and operation of the corporate purchasing card program.
- Prepare accounts payable and receivable batches (input) for authorization and posting.
- Review and prepare mileage batches and prepare payment for mileage monthly.
- Process and maintain reconciliation of employee parking cards monthly.
- Prepare reports, summarize data, maintain record keeping and procedure documents for the position.
- Prepare and enter journal entries for bank entries and other related accounting entries.
- Conduct account reconciliations.
- Provide payroll support such as reviewing timesheets and other duties .
- Contribute to a positive work environment, work collaboratively with others, recognize the strengths and contributions of others, and establish positive and constructive internal and external working relationships.
- Contribute to the team and organizational capacity by sharing knowledge and expertise, orienting and mentoring students and new staff, and providing operational coverage during colleagues' absences.
- Engage in culturally humble ways with relevant parties with the goal of addressing social determinants of health and working together to reduce health inequity.
- Other duties as assigned.

QUALIFICATIONS:

- Completion of a post-secondary business administration or accounting program of at least 2 years duration (or equivalent 12-month accelerated program). Candidates who have an equivalent level of expertise acquired through related employment experience and on-the-job training or alternative education may be considered in order to support Employment Equity.
- Over one year of previous experience in accounting administration, with intermediate accounting skills.
- Experience working with Microsoft Dynamics (Great Plains) accounting software is required.
- Self-motivation with the ability to work independently.
- Excellent interpersonal skills, as well as advanced written and oral communication skills.
- Proven experience dealing with confidential financial issues while exercising discretion.
- Demonstrated speed, accuracy, and attention to detail for data entry and documentation.
- Strong problem-solving, organizational, and time-management skills.

- Intermediate skills with computer applications (e.g. accounting software/databases, word processing, databases, spreadsheets, e-mail) required for the work of the team to perform tasks accurately, effectively, and efficiently.
- Willing and able to work flexible hours as required.
- The ability to communicate in French and other languages would be considered an asset.

DIRECTIONS TO APPLY:

To apply to this position, please select “Apply Now” and submit a resume and cover letter as a single document by **October 20, 2024**. Please note: new applicants will need to create an online account to apply.

We thank all applicants for their interest in a career at the Middlesex-London Health Unit; however, only those candidates selected for an interview will be contacted.

The Middlesex-London Health Unit is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from equity-seeking communities including Indigenous peoples, racialized people, persons with disabilities, and those who identify as 2SLGBTQ+. Candidates are encouraged to voluntarily self-identify in their cover letter, in a transparent manner, as part of the application process. When a candidate voluntarily discloses such information in their application, the information will be kept confidential. Disclosure and/or self-identification with an equity-seeking community will not lead to advantageous treatment of a candidate who is not qualified.