NON-CONTRACT ROLE DESCRIPTION

JD2285

ROLE TITLE:	Director, Capital Finance and Treasury	**ROLE DESCRIPTION NO.:**	00187
DEPARTMENT:	Finance	**HEABC REFERENCE NO.:**	1872105
REPORTING TO:	Executive Director or designate	**HSCIS CODE:**	07000
CLASSIFICATION:	NCEM/Range 10	**JOB CODE:**	07000E

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Executive Director or designate, the Director, Capital Finance and Treasury is responsible for all aspects of planning, organizing, and directing the staff and activities of the Capital Finance department. The Director ensures departmental area policies and procedures comply with professional, legal, and Island Health corporate policy and standards. The Director is the main interface with the external auditor regarding capital assets, debt and banking related matters. The role is also the strategic lead with the Ministry of Health regarding capital funding reimbursement.

The Director is also responsible for all aspects of Island Health s treasury and banking services. This includes managing the investment portfolio, liaising with external providers of investment and banking services and ensuring investment revenues are maximized while preserving capital and maintaining liquidity to meet cash flow needs of the organization.

DUTIES AND RESPONSIBILITIES:

1. Assumes a lead role for capital equipment in the establishment of the annual and multi-year capital budgets by helping facilitate the prioritization of the organization's overall capital needs. Further the role in a treasury capacity ensures revenue from potential capital funding sources is maximized, and made available to the organization in an efficient and sustainable manner through a multi-year funding forecast that underpins the capital prioritization and budget approval process.

2. Provides oversight for staff maintaining accurate accounting records of capital assets in accordance with GAAP, and capital expenditure claims reimbursement processing. It is the Director's responsibility for developing appropriate systems and procedures that support the departments activities. Develops methods for financial performance monitoring of all capital projects, equipment and acquisitions including timely reports to Capital Committee and the Board.

3. Oversees the maintenance of financial systems and procedures for the effective, efficient and accurate:

- Authorization and recording of commitments and disbursements related to capital; and
- Billing and collection of all sources of revenue related to capital.

4. Leads and supports staff that:

- Manages the general ledger including month-end and year-end period close oversight of sub systems, reconciliation activity, managing all journal entries and reporting related to organizational cash, investments, capital assets, and associated liabilities;

- Prepares the annual financial statements related to organizational cash, investments, capital assets, deferred capital contributions and associated liabilities;
- Ensures compliance for all external capital reporting to funding agencies including the Ministry of Health; and
- Liaises with and reports to Foundations and Auxiliaries on donation commitments and billing for expenditures.

5. Implements quality improvement measures for the department and regularly prepares and submits reports on these activities to the Executive Director or designate.

6. Develops and evaluates short and long range service objectives for the department in support of the identified strategic directions of the department and of Island Health as a whole.

7. Provides leadership and direction to staff who may themselves carry supervisory responsibility, and through them, all staff in the department. Ensures continuing staff development, education and training is provided, within budget guidelines, to maintain staff at a current level of knowledge and skills.

8. Recruits staff and maintains an organizational structure for the department that provides the highest level of quality service within budget parameters. Responsible for performance management of all staff in the department.

9. Monitors and evaluates the achievement of service objectives and quality improvement for the department. Continually consults with program/department directors in order to improve service, provide professional advice, facilitate consensus, resolve problems and ensure capital dollars are spent as approved in an efficient manner.

10. Keeps informed and current on management and professional practices by participation in professional associations, attendance at conferences, courses and seminars.

11. Develops the multi-year capital budget plans through the annual capital prioritization process ensuring it's within projected capital funding availability of the various funding partners (Ministry of Health, regional hospital districts and foundations) or approved internally funded projects. Responsible for overseeing the allocation and administration of the annual capital budget.

12. Develops and implements controls to ensure capital budgets are not exceeded. This includes controls related to the asset acquisition/purchasing process as well as ongoing financial status reporting for large, complex multi-year capital projects.

13. Provides regular reporting on capital asset management to Island Health Senior Executive and the Board.

14. Identifies all potential funding sources, completing funding applications and managing all aspects of capital claims reimbursement.

15. Liaises with industry peers, government officials, auditors and others on matters of capital accounting policy, practice and methods and provide Island Health representation on industry policy and practice working groups.

16. Responsible for managing Island Health's investments and ensuring compliance with internal and external policies.

17. Responsible for directing Island Health's banking services, ensuring the region's banking service requirements are met. Recommends services for implementation for efficiency and control purposes and liaisons with and evaluates external providers of such services.

18. Develops annual operating and capital budgets for the department and ensures expenditures are within established parameters.

19. Awards, evaluates and terminates external providers of investment and banking services.

20. Performs other duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Masters' Degree in a related discipline such as Health Administration or Business Administration and a recognized accounting designation (CPA,CA, CGA or CMA) plus ten years 'senior financial administration experience with a minimum of five years' related management experience.

Skills And Abilities

- Demonstrated leadership ability and highly developed interpersonal and communication skills.
- Demonstrated commitment to client focused services and teamwork.
- Ability to integrate administrative, professional and operational aspects of the department throughout Island Health in an effective and efficient manner.
- Ability to develop and nurture an environment where learning and quality improvement principles are embraced and used on a continuous basis.