



NON-CONTRACT ROLE DESCRIPTION

JD5589

ROLE TITLE:	Financial Analyst, Payroll Accounting & Reporting	ROLE DESCRIPTION NO.:	5589
DEPARTMENT:	Financial Operations and Reporting	HEABC REFERENCE NO.:	18721746
REPORTING TO:	Manager, Payroll Accounting & Reporting	HSCIS CODE:	07050
CLASSIFICATION:	NCEM/Range 7	JOB CODE:	91676

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 Manager, Payroll Accounting & Reporting, this position is responsible for supporting all aspects of payroll reporting (scheduled and ad hoc), including planning, preparing and submitting reports to the Ministry and other stakeholders.

The Financial Analyst will work in a dedicated reporting team to provide accurate, clear, concise and insightful reporting and analysis to internal and external stakeholders. This position is also responsible for collaborating with internal and external resources to ensure best practices are applied in the preparation of payroll and financial reports.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes and prepares complex payroll reports involving analysis and interpretation of financial, statistical and key performance indicator data.
2. Coordinates with multiple Island Health teams to ensure accurate and timely submission of external reports.
3. In partnership with the Manager, Payroll Accounting & Reporting, produces insightful financial metrics, analytics, and trends for senior management on payroll data.
4. Assists the department Manager in the development of reporting processes, guidelines, controls, and automation.
5. Develops and manages dashboards and reporting tools.
6. Researches, develops and utilizes tools to automate and enhance payroll reporting and analytics.
7. Assists the Manager in implementation of quality improvement measures for the department.
8. Collaborates with multiple Island Health teams in the coordination of audit/regulatory/ad hoc reporting requirements.
9. Provides leadership and guidance to other Finance teams by interpreting Ministry reporting requirements to ensure consistent reporting across Island Health.
10. Performs other duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a recognized accounting designation (CPA) plus five (5) years recent related experience in financial reporting and/or payroll reporting in a large, complex organization, or an

equivalent combination of education, training and experience.

Skills And Abilities

- Demonstrated commitment to client-focused services and teamwork.
- Ability to flourish in an environment where quality improvement principles are embraced and used on a continuous basis.
- Demonstrated knowledge of generally accepted accounting principles, payroll, financial, administrative and contract management principles and practices.
- Strong spreadsheet, database and word processing skills.
- Broad knowledge of computerized accounting systems and procedures.
- Proven ability to design, implement and manage complex reporting processes.
- Demonstrated attention to detail.
- Excellent analytical, and problem solving skills.
- Demonstrated ability to communicate effectively with co-workers, other health care staff, and external stakeholders, one-on-one, in groups and in writing.
- Demonstrated ability to work in a self-motivated manner but within a collaborative team environment.
- Proven ability to organize and prioritize workload to meet deadlines within a high-pressure working environment with numerous critical timelines.