



NON-CONTRACT ROLE DESCRIPTION

JD6066

ROLE TITLE:	Capital Financial Analyst	ROLE DESCRIPTION NO.:	6066
DEPARTMENT:	Finance; Facilities, Design & Construction	HEABC REFERENCE NO.:	1872461
REPORTING TO:	Manager or designate	HSCIS CODE:	07050
CLASSIFICATION:	NCEM/Range 7	JOB CODE:	91857

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 or designate, the Capital Financial Analyst is responsible for ensuring processes and controls are in place for the accounting of capital assets. Includes supervising and coordinating assigned staff to ensure capital financial data is maintained and ensures compliance with capital accounting guidelines.

DUTIES AND RESPONSIBILITIES:

1. Performs managerial duties for assigned area of responsibility including: supervision and scheduling of staff, leave management, evaluating, disciplining, and union grievance discussions pertaining to assigned staff.
2. Coordinates the activities of accounting staff to ensure capital general ledger period end accounting and reporting are completed, compiled and distributed within established time frames.
3. Compiles capital financial statements and other related government reports in accordance with established deadlines.
4. Reviews and analyzes capital accounting financial and other related data to identify possible errors or irregularities causing such discrepancies.
5. Develops computerized and manual financial processes for control and analysis of capital financial data.
6. Develops procedures related to financial control of capital accounting data and recommends for approval.
7. Prepares capital audit working papers and related reports to ensure audit activities are conducted efficiently and effectively.
8. Liaises with other departments as required in matters related to capital asset financial information.
9. Coordinates assigned projects.
10. Performs other related duties as required

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a bachelor's degree in Accounting or Finance or a professional accounting designation (CGA, CMA or CA) with a minimum of seven (7) years' recent related experience in a complex, computerized accounting environment.

Skills And Abilities

- Experience in financial processes related to capital asset accounting modeling and internal auditing procedures is an asset.
- Excellent interpersonal, verbal and written communication skills.
- Proven administration, decision-making and supervisory skills.
- Ability to establish and maintain effective working relationships and communication with all levels of staff, senior personnel, outside agencies, other Health Authorities and relevant government agencies.
- Physical ability to carry out the duties of the position.