

Job Description

Job Title:	Financial Manager
Department:	Waterloo Eye Institute (WEI)
Reports To:	Financial Officer, School of Optometry and Vision Science Clinic Director, WEI
Jobs Reporting:	Optical Services Account Manager, Optical Services Purchasing and Inventory Control Coordinator, WEI
Salary Grade:	USG 7
Effective Date:	July 2020

Primary Purpose

The Financial Manager reports to the Financial Officer and the Clinic Director, and under their direction is responsible for all financial activities that occur within the clinic. Currently the clinic generates almost \$3 million dollars in revenue per year. It is the Financial Manager's responsibility to ensure the clinic is conforming with generally accepted accounting principles, WOVS and University of Waterloo policies, guidelines and procedures as they pertain to financial processes.

The incumbent is a member of both the School's financial team and the Clinic Administrative Team.

Key Accountabilities

Financial Administration and Oversight

- Helps maintain the integrity of the Waterloo Eye Institute's (WEI) Unit4 GL structure by reviewing invoices prior to submission to Finance and assessing appropriate account / work order / activity to which the expense is charged
- Acts as the WEI expense coder in Unit4
- Manages the accounts receivable process for the WEI including:
 - Daily deposits and Monthly reconciliations
 - OHIP billings and reconciliations
 - Internal Charge outs
 - Third Party billing
- Reviews and processes personal reimbursements through Concur
- Review and reconciliations of PCard statements for select users. Provides education to PCard users as required
- Coordinates the documentation and review of financial processes and procedures in the WEI in conjunction with the Financial Officer
- Provides recommendations for improvements and day-to-day oversight on these financial matters
- Cross trains with the WOVS Financial Coordinator to act as a support for faculty and students in their absence
- Manages the Petty Cash box, reimbursements and reconciliations
- Provides supervision, financial oversight and direction to the Optical Services Account Manager

Report Generation & EMR System

- Extracts data from the WEI EMR system to deliver standardized and ad hoc reporting to the Clinic Director, Service Heads and the Financial Officer as required

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- Supports the reporting, development and refinement of Key Performance Indicators at both the clinic level and any unique specialty clinics
- Supports business analysis in the WEI by investigating cost efficiencies and providing insight into which financial processes and procedures that should be reviewed and improved and acts as a resource to the Financial Officer on these projects. Over time, the incumbent is expected to take on a more active and leadership focused role in this area
- Generates specialized Clinic Financial reports from VE, some of which may be daily or weekly in order to provide real time data to the service heads. Reports will include items such as usage and optimization, or patients per supervisor
- Acts as the EMR expert when it comes to the financial aspects of the Visual Eyes system. Provides recommendations on how to extract information to provide desired reporting
- Recommends systems changes to address our financial reporting needs and provides training on financial aspects of the system to staff and faculty as needed

Internal Controls, Processes, Education & Risk Management

- Supports and contributes to the clinic internal controls working group and the clinic's risk management processes
- Manages the financial reconciliation process in the WEI
- In conjunction with the Financial Officer, develops and maintains an internal audit schedule and record keeping for the WEI. Provides support for external financial audits
- Responsible for functional supervision of staff on financial matters including but not limited to: cash handling, control and best practices; inventory best practices; proper financial documentation, etc.
- Provides training and direction to clinic supervisors on financial matters such as proper billing codes, how to correct mistakes in VE, etc.

Inventory Control

- Maintains records and systems for inventory control in the WEI
- Develops a system for more regular monitoring and assessing of inventory levels outside the annual count and implements the process and regular reporting
- Provides education and training for staff on inventory best practices and ensures they are followed
- Manages the annual inventory process, count and report to Central Finance

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- College diploma or university degree, preferably in an accounting discipline, or equivalent education and experience

Experience

- 3-5 years of related financial experience with a solid understanding of accounting principles and practices, preferably in an academic environment

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- Prior experience in health care or in a regulated professional environment would be an asset
- Ability to manage multiple projects and responsibilities and to prioritize is critical
- Previous experience with in an electronic medical record system is required

Knowledge/Skills/Abilities

- Intermediate use of Microsoft office, however advanced knowledge of Microsoft excel is required
- Excellent knowledge and understanding of an Electronic Medical Record System (EMR), preferably Visual Eyes
- Working knowledge of Unit4, Concur is required
- Working knowledge of financial policies and procedures (Policies 17 and 51)
- Ability to communicate, both orally and in a written format, information at all levels of the organization is essential
- Ability to communicate financial information to both financial and non-financial audiences is required
- Tact, judgement and diplomacy are essential

Nature and Scope

- **Contacts:** Internally, the incumbent will communicate with all employees in all groups within all levels. Outside of the School, the incumbent will have contact with the Dean of Science office, Finance and other academic units.
- **Level of Responsibility:** The incumbent is responsible for applying specialized knowledge and understanding of financial policies and procedures.
- **Decision-Making Authority:** Specialized work with minimal supervision. Required to establish priorities and manage work-flow and unexpected requests and assignments. Use judgement and knowledge of the university's accounting policies and procedures to take appropriate action to address issues/concerns. Responsible for the execution and operations of financial policies, procedures and practices set by the senior management team.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a senior executive position exposed to stress and pressure associated with senior level responsibilities