



Finance Coordinator - RhPAP

About RhPAP:

For three decades, RhPAP – Alberta’s Rural Health Professions Action Plan has supported the efforts of rural Albertans to maintain an accessible health workforce close to home. Established in 1991, RhPAP has grown into a vital resource for rural community health workforce attraction and retention, a partner with Alberta’s medical schools, and a trusted collaborator for rural Alberta communities striving for greater access to healthcare.

The Opportunity:

Reporting to the Manager, Finance and Office Services, the **Finance Coordinator** plays a key role in maintaining accurate financial records and supporting the day-to-day operations of the finance function. This position is responsible for processing accounts payable and receivable, maintaining financial documentation, reconciling accounts, and supporting reporting, audit, and administrative processes.

Key Responsibilities:

Finance & Accounting

- Process accounts payable and accounts receivable accurately and on time
- Review and code expense claims, invoices, and honoraria in accordance with policies
- Verify transactions for accuracy, proper coding, and completeness
- Calculate and record GST on payables
- Prepare and process EFT, cheque, and online payments
- Maintain organized financial records and filing systems
- Investigate and resolve invoice and payment discrepancies
- Reconcile vendor statements and financial transactions monthly
- Prepare and post journal entries in Business Central
- Support preparation of audit documentation
- Prepare monthly university billings and invoices as required
- Maintain petty cash and complete account reconciliations
- Enter and maintain vendor and payment information in accounting systems
- Ensure all payments are processed, approved, and posted on schedule

Cash & Treasury

- Prepare and record bank deposits
- Process monthly corporate credit card reconciliations
- Track outstanding payments and follow up as required

Administration & Reporting

- Maintain up-to-date financial and administrative documentation
 - Support weekly and monthly reporting for leadership
 - Assist with data and documentation requests
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Team & Culture

- Contribute to a collaborative and positive team environment
- Support RhPAP's mission, values, and Team Culture Code
- Perform other duties as assigned

Qualifications:**Required**

- 3–5 years of experience in accounts payable/receivable or similar finance role
- Bookkeeping certificate or diploma (or equivalent experience)
- Strong knowledge of accounting principles and financial processes
- Experience using accounting and business management systems
- High level of accuracy and attention to detail

Assets

- Experience in a non-profit organization
- Experience with Microsoft Dynamics Business Central
- Experience supporting audits and financial reporting

Core Competencies

- Strong organizational and time-management skills
- Ability to work independently and manage competing priorities
- Excellent written and verbal communication
- Professional and collaborative approach with staff, vendors, and stakeholders
- Proficiency with Microsoft Office and SharePoint
- Detail-oriented and highly accurate
- Self-motivated with strong initiative

Salary & Benefits:

RhPAP offers a competitive salary range of \$63,000 to \$70,000 commensurate with experience and qualifications. We also offer a comprehensive benefits package.

To Apply:

Interested candidates are invited to submit their resume and cover letter to lindsay.laforet@rhpap.ca by March 6, 2026.

RhPAP is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.
