



POSITION DESCRIPTION

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| Position Title: | Finance Clerk |
| Department: | Finance |
| Classification: | Clerk III |
| Union: | CUPE |
| Approved by: | Regional Lead – Corporate Services & Chief Financial Officer |
| Date approved: | 2024/11/04 |

REPORTING RELATIONSHIPS

Position reports to: Director of Health Services or Designate

Positions supervised: N/A

POSITION PURPOSE

The Finance Clerk works under the supervision of the Director of Health Services or Designate and is responsible for performing a variety of financial administrative tasks and other duties that relate to keeping accounts in the financial management of Southern Health-Santé Sud.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Generate and issue accurate invoices to WCB on a regular basis, send reminders for outstanding invoices and manager follow-up communications.
- Handle cash transactions securely and maintain accurate records.
- Interact with customers professionally, both in person and via phone, addressing inquiries and resolving issues.
- Schedule meeting with clients to assist in completing necessary paperwork, review each section thoroughly to ensure accuracy and clarity.
- Maintain detailed records of all transactions and customer interactions within the accounting system.

- Collaborate with other departments to gather necessary financial data and clarify billing inquiries
- Responsible for reviewing, editing and submitting accounts payable batches
- Prepare and process month-end journal entries to ensure accurate financial reporting
- Compile and organize statistical data
- Works cooperatively with other department staff to provide optimum service to staff, residents, patients, and public.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. To be defined

QUALIFICATIONS

Education/Certification:

- Grade twelve (12) education or equivalent
- Graduate of an accredited business administration program with a focus in accounting

Knowledge required:

- Knowledge of and proficiency in Microsoft Office Applications and Email
- Strong understanding of accounting principles and practices

Experience required:

- One (1) years recent experience working in a financial or business environment
- Other suitable combinations of education and experience may be considered

Skills/Competencies/Conditions of employment:

- Demonstrated written and verbal communication skills.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated decision making and problem-solving skills.
- Demonstrated ability to prioritize in a changing environment.

- Demonstrated ability to build and maintain positive, respectful and professional working relationships.
- Demonstrated ability to be detailed oriented and accurate.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

As per CUPE Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.