



POSITION DESCRIPTION

POSITION TITLE: Clerk V – Junior Accountant **DEPARTMENT:** Finance & Planning
CLASSIFICATION: Clerk V **APPROVED BY:** VP – Finance & Planning
UNION: CUPE Facility Support **DATE APPROVED:** January 15, 2020

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager – Financial Reporting/Financial Analyst

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Financial Analyst/ Manager – Financial Reporting, the Clerk V – Junior Accountant is responsible for ensuring that regional, facility and program financial and statistical information is entered completely and accurately into the financial system. The incumbent also prepares and distributes monthly financial reports on a timely basis and completes reconciliations regularly, or as deemed necessary in consultation with the Financial Analyst.

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:

- Performs duties within the Southern Health-Santé Sud mission statement, objectives, policies and procedures of the region and the department.
- Maintains confidentiality in all matters relating to patients, residents, staff and authority.
- Conducts General Ledger account reconciliations.
- Performs bank reconciliations.
- Reconciles Accounts Receivable control accounts to sub-ledgers.
- Reviews source documents (such as income, cash receipts, invoices, statistical reports) received from the facilities and programs for General Ledger coding errors and appropriateness of information.
- Performs data entry and posting transactions from source documents.

- Conducts internal audits.
- Monitors donated major and minor purchases, ensuring appropriate billings to donated agencies.
- Assists with year-end and audit preparations and working files.
- Identifies proactively and resolves financial tracking and data entry issues.
- Provides support for program and facility accounting staff, as well as other departments and staff requiring support and assistance.
- Mentors and trains facility and programs Clerks.
- Works with facility and program Clerks on accounts receivable collections and write-offs.
- Provides vacation and sick relief for peer positions or facility Clerks.
- Supports the Financial Analyst in the administration of the department.
- Manages work schedule to ensure all weekly, monthly and annual deadlines are met.
- Maintains and/or creates reports, as required.
- Completes the monthly financial report distribution process.
- Assists Financial Analyst with projects.
- Promotes a team approach to problem and issue resolution.
- Performs various month end procedures including the review of accounts, the preparations of accruals, reclassification and consolidation entries, the importation or entry of various statistical and financial entries, and the maintenance of spreadsheets to assist in these processes.
- Processes electronic funds transfers (EFT), prepares miscellaneous invoices, batches accounts payable invoices, and prepares and processes documents/remittances (GST/PST/excise tax forms).
- Attends Regional Finance Team meeting and other meetings as required.
- Assists with documenting procedures.
- Distributes and updates Chart of Accounts for Managers/Directors.
- 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 12 education or equivalent.
- Graduate of an accredited business program (minimum 1 year) directly related to Accounting.

KNOWLEDGE REQUIRED:

- Knowledge and experience with finance software, Microsoft Dynamics Great Plains preferred.
- Knowledge and experience with Microsoft Office Applications including Excel, Word and Outlook.

EXPERIENCE REQUIRED:

- Two (2) years previous experience working in an accounting field.
- Previous experience with computerized accounting systems.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to multi-task.
- Demonstrated ability to mentor, train and support others.
- Demonstrated ability to work with minimum supervision and demonstrate initiative in the performance of duties.
- Demonstrated willingness and ability to upgrade and broaden skills.
- Given the cultural diversity of our region, the ability to respect and promote a cultural 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 \$1,000,000.00.

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 Facility Support Collective Agreement Salary Scale.

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.