



Provincial Job Description

TITLE:
(076) Finance Officer

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs a variety of general and advanced accounting duties.

QUALIFICATIONS:

- ◆ **Business/Accounting diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer**
- ◆ **Intermediate keyboarding skills**
- ◆ **Analytical skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience performing general accounting functions.**

KEY ACTIVITIES:

A. General Accounting Duties

- ◆ **Handles/balances cash and negotiable securities (e.g., cheques, money orders).**
- ◆ **Maintains and verifies recording of basic financial transactions (e.g., patient trust accounts, petty cash, expense claims, and journal entries).**
- ◆ **Performs data entry of financial transactions and payroll records.**
- ◆ **Prepares a variety of reports.**
- ◆ **Performs advanced functions including depreciation schedules, tracking capital assets, allocating prepayments and accruals, reconciling bank statements, closing month/year-end accounts, preparing schedules for audit and year-end operations, and preparing and monitoring cash flow projections.**

B. Accounts Payable / Receivable

- ◆ **Matches invoices to purchase orders, coding and sorting.**
- ◆ **Reconciles vendor account statements, handles vendor inquiries, maintains vendor master file.**
- ◆ **Performs data entry.**
- ◆ **Prepares, audits and distributes payments.**
- ◆ **Prepares supporting schedules for expenditures.**
- ◆ **Enters patient and non-patient charges into computer system.**
- ◆ **Creates new patient and non-patient accounts.**
- ◆ **Matches invoices to clients; coding and sorting.**
- ◆ **Analyzes patient discharge summaries.**
- ◆ **Reviews and acts on unpaid accounts, second notice, collection agency, writing off accounts.**
- ◆ **Receipts payments, including coding.**
- ◆ **Reconciles client accounts, handles client inquiries.**
- ◆ **Liaises with outside agencies (e.g., vendors, Workers' Compensation Board, insurance companies).**
- ◆ **Provides input into finance policies and procedures.**

C. Related Key Work Activities

- ◆ **Reviews and verifies the work of other staff.**
- ◆ **Performs clerical and reception duties.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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