



Provincial Job Description

TITLE:
(098) Finance Assistant

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs a variety of general accounting duties.

QUALIFICATIONS:

- ◆ **Business certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Intermediate keyboarding skills**
- ◆ **Accounting and analytical skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Accounting / Financial

- ◆ **Handles/balances cash and negotiable securities (e.g., cheques, money orders).**
- ◆ **Maintains accurate records of basic financial transactions (e.g., patient trust accounts, petty cash, expense claims, journal entries).**
- ◆ **Assists with budget preparation.**
- ◆ **Matches invoices to purchase orders, clients, codes.**
- ◆ **Performs accounts receivable duties (e.g., prepares invoices).**
- ◆ **Reconciles client/vendor account statements, handles inquiries.**
- ◆ **Requisitions, prepares and distributes cheques.**
- ◆ **Enters data for various financial transactions and payroll records.**
- ◆ **Prepares reports (e.g., statistical).**
- ◆ **Creates new accounts as required (e.g., patient and non-patient accounts).**
- ◆ **Analyzes patient discharge summaries.**
- ◆ **Follows up on unpaid accounts, second notices, collection agencies; writes off accounts (within prescribed limits).**
- ◆ **Receipts payments and codes.**
- ◆ **Liaises with outside agencies (e.g., insurance, ambulance, government agencies).**

B. General Office Duties

- ◆ **Performs clerical and reception duties (e.g., answer phone, photocopy, fax, file, take minutes).**
- ◆ **Assists with payroll and benefits, where required by the job.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

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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