



Provincial Job Description

TITLE:
(416) Finance & Purchasing Assistant

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for a variety of general accounting and purchasing functions.

QUALIFICATIONS:

- ◆ Business certificate

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Accounts Payable / Receivable

- ◆ **Matches invoices to purchase orders and sorts, checks coding.**
- ◆ **Reconciles vendor account statements and handles vendor inquiries.**
- ◆ **Performs accounts receivable duties (e.g., creates invoices).**
- ◆ **Enters data.**
- ◆ **Requisitions, prepares and distributes cheques.**
- ◆ **Prepares reports.**
- ◆ **Creates new vendor accounts and maintains master file.**
- ◆ **Enters patient and non-patient charges into computer system.**
- ◆ **Creates new patient and non-patient accounts.**
- ◆ **Matches invoices to clients, codes and sorts.**
- ◆ **Analyzes patient discharge summaries.**
- ◆ **Follows-up unpaid accounts, second notice, collection agency.**
- ◆ **Writes-off accounts receivable with authorization.**
- ◆ **Receipt payments and code.**
- ◆ **Reconciles client accounts, handles client inquiries.**
- ◆ **Reviews and verifies the work of other staff.**

B. Purchasing

- ◆ **Receives requisitions, checks for accuracy and verifies discrepancies to completion of order.**
- ◆ **Obtains price quotes, product data, samples and delivery information for supplies.**
- ◆ **Orders and codes stock and non-stock supplies.**
- ◆ **Follows-up on outstanding orders, expedites backorders, damaged items, credit items and late deliveries.**
- ◆ **Resolves issues with regard to quantity, quality and price.**
- ◆ **Reconciles receiving reports to invoices and requisitions.**
- ◆ **Researches and coordinates alternative suppliers (e.g., backorder situations).**
- ◆ **Maintains current records regarding requisitions, vendor information, contract information and general product information.**
- ◆ **Assists standardization committees.**
- ◆ **Reconciles automated ordering.**
- ◆ **Provides advice on procedures as they relate to day-to-day operations and current practices.**
- ◆ **Monitors compliance with Purchasing Agreements and Authorization levels.**

C. General Accounting

- ◆ **Assists with the budget process by performing various calculations and providing reports.**
- ◆ **Handles/balances cash, bank deposits and negotiable securities (e.g., cheques, money orders).**
- ◆ **Maintains accurate records of basic financial transactions (e.g., petty cash, expense claims, donations, consolidated invoices).**
- ◆ **Prepares transfers between departments, services and facilities.**
- ◆ **Assists departments with expenditure information.**
- ◆ **Provides departments with information and reports for inventory counts.**
- ◆ **Verifies inventory counts.**
- ◆ **Compiles obsolete inventory information and follows-up.**
- ◆ **Updates inventory list.**
- ◆ **Assists with auditors at year end.**

D. Payroll

- ◆ **Enters data into computerized payroll system.**
- ◆ **Identifies errors and makes corrections.**
- ◆ **Assists employers in filling out forms (e.g., Worker's Compensation Board [WCB] and disability forms).**
- ◆ **Prints timesheets and pay stubs as required.**
- ◆ **Reconciles WCB receivables and WCB claims.**

E. Related Key Work Activities

- ◆ **Provides support to Administrative Assistants/Clerks.**
- ◆ **Assists with receiving and distributing incoming and outgoing mail/parcels/products.**
- ◆ **Places service calls, where required by the job.**
- ◆ **Enters data for various financial transactions and payroll records.**
- ◆ **Performs clerical and reception duties.**
- ◆ **Assists with telecommunication, mail system and transportation needs.**
- ◆ **Provides input into policies and procedures as they relate to day-to-day operations.**
- ◆ **Liaises with outside agencies (e.g., vendors, insurance, WCB, Central Vehicle Agency [CVA]).**
- ◆ **Assists with CVA duties, where required by the job (e.g., authorization for repairs according to Policy, monthly reports).**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated: December, 2010