



# *Provincial Job Description*

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***TITLE:***  
**(076) Finance Officer**

***PAY BAND:***  
**13**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Performs a variety of general and advanced accounting duties.

***QUALIFICATIONS:***

- ◆ **Business Accountancy diploma**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate computer skills**
- ◆ **Intermediate keyboarding skills**
- ◆ **Analytical skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **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, 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 general ledger accounts/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**

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

### **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.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: October 24, 2024***