



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 skills**
- ◆ **Analytical skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Drivers license, where required by the job**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Accounting / Financial

- ◆ **Handles/balances cash and negotiable securities (e.g., cheques, money orders).**
- ◆ **Processes bank deposits.**
- ◆ **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 and discrepancies.**
- ◆ **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, vendors).**
- ◆ **Assist the auditor.**

B. General Office Duties

- ◆ **Performs clerical and reception duties (e.g., answer phone, photocopy, fax, scan, file, take minutes).**
- ◆ **Orders supplies.**
- ◆ **Processes mail.**
- ◆ **Processes transportation expenses.**
- ◆ **Assists with payroll and benefits.**
- ◆ **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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: November 20, 2018