



# *Provincial Job Description*

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***TITLE:***  
**(416) Finance & Purchasing Assistant**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***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 skills
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ 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 and collection agency.**
- ◆ **Writes-off accounts receivable with authorization.**
- ◆ **Receipt payments and code.**
- ◆ **Reconciles accounts and 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:***

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***SGEU:***

***SAHO:***

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***Dated: September 12, 2017***