



POSITION DESCRIPTION

POSITION TITLE: FILE / ADMINISTRATIVE CLERK – PAYROLL

DEPARTMENT: FINANCE - PAYROLL

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: LEAD, PAYROLL SERVICES

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Lead – Payroll Services, the File/Administrative Clerk – Payroll is responsible for secretarial, clerical and other administrative support for the Payroll department. The position of File/Administrative Clerk – Payroll functions in a manner consistent with, and support the mission, vision and values of the Interlake- Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Maintains personnel files, with biweekly updates, and closing terminated files.
- Review and maintenance of biweekly reports as assigned.
- Scan, copy, fax, upload, email and file of reports and documents of a confidential nature.
- Open/ send mail, courier.
- Completes follow-up of correspondence and phone calls with documentation of time sensitive forms.

- Data entry of information into forms, payroll system and third party organizations.
- Provide administrative support for the Payroll department as required.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 or equivalent.
- Completion of a recognized administrative/secretarial program preferred, or a suitable combination of education and experience.

REQUIRED KNOWLEDGE:

- Demonstrated ability using Microsoft Office including; Word, Excel, Outlook and intranet, etc. required.

EXPERIENCE REQUIRED:

- Recent related experience is required.
- Experience working with health care information in a computerized environment preferred.

SKILLS/COMPETENCIES:

- Accurate typing skills with a minimum of 40 words per minute.
 - Accurate data entry skills required.
 - Working knowledge of internet search techniques.
 - Self-starter with the ability to work independently with supervision.
 - Good organizational, analytical and interpersonal skills with demonstrative ability to communicate effectively, both verbally and in writing with staff, outside agencies and the public required.
 - Ability to work with a variety of sensitive information and maintain confidentiality.
 - Ability to work under pressure and meet deadlines.
 - Ability to work with frequent interruptions.
 - Good physical and mental health to meet the demands of the position.
 - Valid driver's license.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: April 2021
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by:

Vice President, Human Resources

Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.