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## POSITION DESCRIPTION

**POSITION TITLE:** ACCOUNTANT

**DEPARTMENT:** FINANCE

**CLASSIFICATION:**

**UNION:** NON UNION

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** MANAGER, FINANCIAL SERVICES

**POSITIONS SUPERVISED:** ACCOUNTING CLERKS, RECEPTIONIST CLERKS AND ADMINISTRATIVE ASSISTANTS

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## POSITION SUMMARY

The position of Accountant is responsible for activities leading to the reporting on the financial results of the region in an effective, accurate and timely fashion. The Accountant is responsible for balance sheet account reconciliation, accounts payable, cash receipts, bank deposits and general analysis and management of finances and the supervision of Accounting Clerk, Receptionist Clerk and Administrative Assistant positions. The Accountant functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Responsible for the preparation of month end journal entries for accruals and adjustments to reflect appropriate matching of revenue and expenses with respect to operational programs.
- Reconcile balance sheet accounts.
- Oversees the accounts payable function and payment processing for the region.

- Oversees the accounts receivable function, ambulance invoicing and cash receipting for the region.
- Process Rent and Trust billing through to the bank.
- Initiate, oversee and review Self and Family Managed Audits.
- Responsible for sales and overhead invoicing.
- Responsible for entering and reviewing statistics monthly.
- Responsible for food clearing monthly and annually.
- Responsible for remittance of RST and GST monthly.
- Responsible for monthly payroll import and reconciliation.
- Prepares and reconciles prepaid expenses monthly.
- Processes and reconciles fixed assets monthly.
- Responsible for management and reporting of VEMA Fleet.
- Responsible for tracking RFAs and donations
- Reconciles bank daily.
- Safety and Security project (under \$150K) invoicing to Manitoba Health.
- Unearned Revenue review and processing monthly.
- Supervises the functioning of the Accounting Clerk, Receptionist Clerk and Administrative Assistant positions
- Ensures that individual performance conversations of supervised staff are prepared according to regional policy
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- 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:**

- Minimum third level of a professional accounting designation required.

**REQUIRED KNOWLEDGE:**

- Knowledge and experience in health care preferred.

**EXPERIENCE REQUIRED:**

- Three to five years accounting and finance related experience required
- Experience with MIS chart of accounts required
- Demonstrated supervisory ability

**SKILLS/COMPETENCIES:**

- Demonstrated organizational skills.
- Excellent communication skills demonstrating judgment, courtesy and tact.

- Ability to build and maintain positive working relationships with staff and to work in a multi-disciplinary team based working environment.
  - 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.
  - May 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 adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
September 2020  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Vice President/ 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 job 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.*