



## POSITION DESCRIPTION

**POSITION TITLE:** RESIDENT SYSTEMS COORDINATOR

**DEPARTMENT:** FINANCE

**CLASSIFICATION:**

**UNION:** NON- UNION

**STANDARD GROUP #:**

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** REGIONAL MANAGER OF BUDGET AND PROGRAM REPORTING

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

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## POSITION SUMMARY

The position of Resident Systems Coordinator is responsible for activities leading to the processing of resident billings and collections for the region in an effective, accurate and timely manner. The Resident Systems Coordinator is responsible for the management of the resident financial system. The Resident Systems Coordinator 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:

- Oversees the Resident Management Systems (RMS) function and processing for the region.
- Regional contact for RMS support and problem solving.
- Process regional RMS statement generation monthly.
- Closes regional RMS census period monthly.
- Review and maintain RMS billing codes.
- Process annual mass rent rate updates.

- Prepares annual Personal Care Home Residential survey.
- Process, oversee and summarize data in accordance with Finance Department procedures as related to any Department function.
- Process and oversee site accounts receivable and cash receipting.
- Complete and oversee resident per diem assessment, reviews and trust spending agreement, coding and entering invoices for resident charges or other required billings.
- Process Rent and Trust billing through to the bank.
- Follow-up on outstanding invoices and preparation of information for collection activity;
- Responsible for the preparation of month end journal entries to reflect appropriate matching of revenue and expenses with respect to operational programs.
- Reconcile balance sheet accounts.
- Reconcile Sunova bank account.
- Oversee site account coding and entering site statistical information.
- Interview, select, orientate and train staff.
- Supervise the functioning and staff of the Business Office.
- Maintaining organized filing systems for any data processed or information prepared.
- Preparation of archiving files to off-site storage facility.
- Participate in special projects as assigned.
- 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
- Diploma or certificate from a recognized business administration or accounting program

**REQUIRED KNOWLEDGE:**

- Knowledge and experience in health care preferred

**EXPERIENCE REQUIRED:**

- Three (3) to five (5) years accounting and finance related experience required.
- Great Plains Dynamics or experience with a similar accounting information system.

**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: May 2018  
Date

Revised: \_\_\_\_\_  
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.*