



POSITION DESCRIPTION

POSITION TITLE: BUSINESS OFFICE MANAGER

DEPARTMENT: FINANCE

CLASSIFICATION:

UNION: NON- UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL MANAGER BUDGET AND PROGRAM REPORTING

POSITIONS SUPERVISED: ACCOUNTING CLERKS, RECEPTIONIST CLERKS

POSITION SUMMARY

The position of Business Office Manager is responsible for functioning and supervising of the site Business Office. The Business Office Manager is responsible for accounts receivable reconciliation, cash receipts, bank deposits, resident management and general analysis. The position of Business Office Manager functions in a manner consistent with, and supports 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:

- Supervise the functioning and staff of the Business Office.
- Interview, select, orientate and train staff.
- Responsible for site accounts receivable function and cash receipting in accordance with Finance Department procedures.
- These procedure supervised or completed may include, but are not limited to:
- Responsible for sales and overhead invoicing.

- Reconciling, coding and entering invoices for resident charges or other required billings. Reconciling, coding and entering cash reports received from cafeteria operations or other services.
- Follow-up on outstanding invoices and preparation of information for collection activity.
- Preparation of bank deposits
- Receipting of donations on behalf of the region and issuance of charitable donation receipts.
- Process Rent and Trust billing through to the bank.
- Complete resident per diem assessment, reviews and trust spending agreement.
- Compile and review site statistical information.
- Approve invoices for payment.
- Maintaining organized filing systems for any data processed or information prepared.
- Preparation of archiving files to off-site storage facility.
- Participate in special projects from time to time.
- 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.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade XII
- Recognized business administration or accounting program

REQUIRED KNOWLEDGE:

- Knowledge and experience in health care preferred

EXPERIENCE REQUIRED:

- Three to five years accounting and finance related experience required.
- Great Plains Dynamics or 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.
-

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.
-

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.
-

Created: _____
Date

Revised: September 2016
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.