



POSITION DESCRIPTION

POSITION TITLE:	ACCOUNTING CLERK II
DEPARTMENT:	FINANCE
CLASSIFICATION:	FINANCE ACCOUNTING CLERK II
UNION:	MGEU - FACILITY SUPPORT
STANDARD GROUP #:	73A

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	ACCOUNTANT
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The position of Accounting Clerk II 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:

- Process and summarize data in accordance with Finance Department procedures as related to the accounts payable, accounts receivable and any other Department function. These procedures may include, but are not limited to:
- Coding and entering of accounts payable transactions
- Coding and entering invoices for ambulance services, resident charges or other required billings;
- Follow-up on outstanding invoices and preparation of information for collection activity;

- Reconciling, coding and entering cash reports received from cafeteria operations or other services;
 - Preparation of bank deposits;
 - Receipting of donations on behalf of the region and issuance of charitable donation receipts;
 - Coding and entering statistical information;
 - Maintaining organized filing systems for any data processed or information prepared
 - Preparation of archiving files to off-site storage facility
 - Liaise with employees and clients as a point of first contact with the Finance Office;
 - Participate in special projects from time to time
 - Supports and 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
 - Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade XII education
- Successful completion of a recognized business/accounting program.

REQUIRED KNOWLEDGE:

- Knowledge of Windows and MS Office Suite required.

EXPERIENCE REQUIRED:

- Great Plains Dynamics or a similar accounting information system;
- Three to five years related experience

SKILLS/COMPETENCIES:

- Good organizational, analytical and interpersonal skills with the demonstrated ability to communicate effectively, both verbally and in writing with staff, outside agencies and the public.
 - Ability to maintain positive working relationships in a 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.

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.