



**North Eastman Health Association Inc.
Job Description**

Accounting Clerk
Non Union

Position Summary

The Accounting Clerk is responsible for providing accounts payable, accounts receivable, account reconciliation and general office functions. This position functions in a manner consistent with and supports the Mission, Vision, Values & Guiding Principles of the North Eastman Health Association.

Reports To: Manager, Business Office Services

Location:

- East Gate Lodge
- Corporate Office

Supervises: Not applicable

Union: Non Union

QUALIFICATIONS:

Education and Experience

- Completion of Grade 12 or equivalent.
- Business Administration Certificate from a recognized college or a combination of experience and education.
- Demonstrated proficiency in computer applications and in particular Microsoft Office.
- Experience with Momentum software is essential.
- Three to five years related experience is required.

Knowledge, Skills and Abilities

- Excellent communication skills.
- Ability to maintain positive working relationships in a team based working environment.
- Demonstrated ability to display professional conduct at all times when dealing with staff members, clients, public and Board Members.
- Demonstrated ability to maintain professional ethics and confidentiality at all times.
- Demonstrated organizational skills.
- Ability to operate required equipment.
- Ability to work under pressure, establish priorities and meet deadlines.
- Ability to work with minimal supervision and frequent interruptions.

POSITION DUTIES AND RESPONSIBILITIES:

- Accounts Payable: Performs accounts payable functions, verify and process weekly accounts payable.
- Issues weekly Accounts Payable cheques.
- Performs vendor analysis and statement reconciliation.
- Accounts Receivable: Prepare invoices and maintains accurate subledger accounts.
- Responsible for tracking and resolving accounts.
- Cash Receipts: Code and process cash receipts and petty cash paid out. Reconcile and deposit cash. Process credit card transactions.
- May compile statistics for month end reporting.
- Subledger and General Ledger: reconciliation and analysis.
- Journal entries.
- Investigates questionable data.
- Reception duties in absence of Reception staff.
- Provide related accounting support to staff as required.
- May assist with year-end inventory.
- Responsible for Northern Patient Transportation Program warrants (Pine Falls site only)
- Provides assistance and coverage for other business office staff as required.
- Related duties as assigned.

Workplace Safety and Health

- 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. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____ Date _____
Manager/ Supervisor

Approved by: _____ Date _____
Vice President/ CEO

Reviewed by: _____ Date _____
Director, Human Resources