



POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT – CLERK IV
DEPARTMENT: FINANCE
CLASSIFICATION: CLERK IV
UNION: MGEU – FACILITY
STD GRP. # 105

REPORTING RELATIONSHIPS

POSITION REPORTS TO: SENIOR ACCOUNTANT
POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Administrative Assistant – Clerk IV is responsible for general accounting functions and may provide general administrative services as it relates to the facility. The Administrative Assistant 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:

- Acts as a receptionist for the site where required.
- Responsible for receiving and directing visitors and telephone calls, handling of all incoming and outgoing mail, etc.
- Issues receipts where required.

- Prepares bank deposits and deposits into accounts on a timely basis.
- Maintains and balances cash receipts journal and petty cash.
- Completes facility Accounts Payable coding, copies and submits approved invoices for payment. Replenishes Business Office petty cash and postage machine.
- Prepares Accounts Receivable for Hospital Authorized, WCB, Department of Veterans Affairs, Personal Care Home (PCH) charges for residents including TV rentals and all miscellaneous charges.
- Compiles and keys month end statistical data.
- Ensures PCH admission forms are completed and submitted to Manitoba Health where applicable.
- Amends and certifies Manitoba Health PCH and Panded Patient Statements on a monthly basis where required.
- Sets up and maintains Resident Trust Accounts and provides information to Manitoba Health as required. Holds and distributes funds from Public Trustee for patients/ residents where applicable.
- Sends appeals regarding residential charges to Manitoba Health Appeal Board and processes refunds where required.
- Completes Out of Province Outpatient Services forms and summaries, bills for reciprocal patients and then reconciles with Manitoba Health statements.
- Receives and deposits monies from fundraising activities and reconciles monthly bank statements.
- Print and distribute daily sign in sheets and (next day) fax completed sheets back to scheduling.
- Print and distribute weekly unit schedules.
- Distribute the additional shifts posted for sign-up and (one week later) fax completed forms to scheduling.
- Maintains job posting board.
- Maintains the security and confidentiality of all files located in the Business Office area.
- Updates MTS voicemail messaging system where required.
- Takes Workplace Safety & Health minutes and maintains the posting board for sites Workplace Safety & Health Committee where required.
- Prepares Nurse Escort envelopes, reconciles expense claims and receipts.
- Orders general office supplies for the facility.
- 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 12 required.
- Graduate of a recognized administrative assistant program required.

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Three (3) to five (5) years recent experience in accounting required and a familiarity with payroll.
- Proficient skills and experience using Microsoft Word, Microsoft Excel, Microsoft Access, Dynamics and QHR required.

SKILLS/COMPETENCIES:

- Accurate typing skills with a minimum speed of 50 wpm required.
- Good organizational and interpersonal skills with demonstrated ability to communicate effectively, both verbally and in writing with staff, outside agencies and the public.
- Ability to work with a variety of sensitive information and to maintain confidentiality.
- Demonstrated ability to work independently and to maintain positive working relationships in a multi-disciplinary, team based work environment.
- Good physical and mental health to meet the demands of the position.
- 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.

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 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. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
April 2019
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 position 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.