



## IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
<b>U-06-12-1115</b>	<b>Accounting Clerk</b>	
<i>Department</i>	<i>Position Reports to:</i>	<i>Location</i>
<b>Finance</b>	<b>Director of Finance</b>	<b>Hay River Regional Health Centre</b>

## PURPOSE OF THE POSITION

The position provides accounts payable services that include processing all invoices, processing all travel claims, disbursing payments, maintaining ledgers, maintaining vendor files, confirming accuracy of coding and performing special analysis, as assigned by the Director of Finance. The position is a relief backup to the Payroll Officer and the Accounts Receivable Clerk position. The job is performed within guidelines established by GAAP, FAM, HRHSSA policies and procedures.

## SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or Náydı Kúę . The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

The Position reports to the Director of Finance and is located in the Finance Department. This position is responsible for preparing, verifying and processing financial documents; auditing and processing employee travel and the accounting entry and verification of financial transactions for accounts payable. The position is a relief to the Payroll Officer and the Accounts Receivable Clerk during their absence. The position is the primary

contact person for both internal and external personnel, in regards to all aspects of accounts payable processes.

## **RESPONSIBILITIES**

***1. Provides accounts payable services, in accordance with HRHSSA Policy and Procedures and in conjunction with departmental controls.***

### **Main Activities:**

- Ensures that all payments are processed in accordance with the Financial Administration Act, regulations and directives issued by the Financial Management Board (FMB) and the Department of Finance, including the Financial Administration Manual.
- Works with Department Managers to ensure that invoices are submitted for payment on a timely basis, properly authorized, properly coded and accurately recorded in the Virtuo Accounts Payable system. Also ensures that all required supporting data is attached and that additions and extensions are correctly calculated.
- Monitors finance email and internal mail and forwards invoices to departments for proper authorization.
- Reviews cheque requisitions submitted by departments and makes sure all supporting documentations are attached.
- Acts as the primary contact for all vendor inquiries, collects information, completes monthly vendor reconciliations, checks online portals, and resolves discrepancies to keep the accounts in good standing.
- Ensures physician timesheets for dentals, NPs, and other locum positions are entered and paid on a timely basis.
- Audits and enters Foster Parents payments and makes sure payments are done in a timely manner.
- Maintains filing systems for vendors, employees, physicians, foster parents and reports such as, postings, imports, exports, monthly aged list of accounts payable and other related files as they may be required, to ensure ease of access, security of files, and protect confidential nature of the documents.
- Prepares spreadsheets for invoices requiring a detailed tabulation of amounts expensed to various departments.
- Prepares letters for Mercer invoices to be submitted to Canadian Western trust for payment.
- Do a weekly cheque run for payment of outstanding invoices.
- Gathers information required for T4A, prepares spreadsheet required for T4A processing by payroll.
- Assists with special projects or account analysis as required.

***2. Prepares Month end reports and journal entries and enters into the Virtuo General Ledger System on a monthly basis, to ensure that all adjustments are recognized and accurately into the appropriate accounting period.***

### **Main Activities:**

- Sends out Visa statements to respective departments

- Reconciles monthly corporate credit card statements.
- Prepares and enters monthly recurring and regular journal entries and other adjustments.
- Prepares journal entries for annual service contracts to be moved to prepaids.
- Prepares monthly reconciliations for prepaid expenses, Travel Advance receivable, Accrued accounts payable, Visa statements, and T4A.
- Prepares accounts payable reports and balances the sub ledger to the General ledger monthly
- Maintains an updated monthly report group listing and sends revenue and expense reports to all departments.

**3. *Processes and audits staff travel for duty, educational, locum, removals, and medical travel purposes. Ensures all travels are properly authorized, properly coded and submitted in a timely fashion. Ensures reimbursement of expenses are in accordance with current policies and procedures specific to travel by the most economical means.***

**Main Activities:**

- Ensures all travel requests are complete, are in accordance with approved GNWT travel policies, and are properly authorized.
- Audits travel claims to ensure that charges are properly coded and authorized, are in accordance with rate schedules, and appropriate receipts and supporting documents are attached.
- Processes and audits amounts that can be claimed for in advance travel claims.
- Identify billable travel claims and prepares spreadsheets to be submitted to respective agencies for bill back.

**4. *Provides relief services to payroll as required by processing payroll through the Virtuo Payroll system, to ensure continuity of payroll operations in the event of the absence of the Payroll Officer. Adheres to relevant agreements and contracts, the Federal Income Tax Act, and Policies and Procedures of the HRHSSA.***

**Main Activities:**

- Processes source documents, such as time sheets, leave forms, new hires, position changes, terminations, and ensures completeness, accuracy, timeliness, and proper authorization. Makes payroll adjustments as needed per source documents
- Maintains well-organized electronic filing system for payroll documents received
- Cross-references and verifies all information on source documents with information entered into the Payroll system by each department, ensuring adherence to HRHSSA policies and the Collective Agreement. Follows up with departments or employees when discrepant information is presented and adjusts information in Payroll system and on timesheets when appropriate.
- Ensures that timesheet and detailed pay information is made available to HRHSSA employees in a timely manner through Employee Self Service

- Sends payroll files to the bank for direct deposit
- Prints payroll reports
- Prepares Receiver General, MD Management, and RRSP Employer Contribution remittances
- Completes the RRSP submission
- Ensures that a cheque is prepared for Receiver General and ensures that it is taken to the bank within 2 banking days
- Generates Record(s) of Employment (ROEs) for all employees whose employment ended in the last pay period
- Provides assistance to employees on payroll matters

**5. *Provides relief services to Accounts Receivable as required by processing billings and receipts through the Virtuo Accounts Receivable System, to ensure continuity of financial operations in the event of the absence of the Accounts Receivable Clerk.***

**Main Activities:**

- Prepare and process invoices from source billing information
- Records, enters and posts receipts
- Performs the A/R reporting function
- Prepare bank deposits
- Processes Resident withdrawal requests from Trust Accounts

**Position Role in Client & Staff Safety:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

**Commitment to Client Centered Care**

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA)

will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

### **Criminal Record Check**

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge and experience with financial accounting systems software, spreadsheet and word processing applications sufficient to interpret financial reports and maintain accounting records. Experience with the Virtuo accounting system would be an asset

Understanding of the Financial Administration Act, the Financial Administration Manual and other relevant GNWT Statutes, regulations, policies and procedures

Knowledge and practical application of MIS Standards [aka Guidelines] and general ledger chart of accounts

Tactful verbal and written communication skills in order to effectively deal with vendors, department heads, and other co-workers

Competency in computerized spreadsheet, Microsoft Word and Outlook

Meticulous attention to detail, data entry, efficiency, and accuracy

Good judgement, problem analysis, and problem solving skills

Ability to organize and schedule work in order to set priorities and meet deadlines

Experience in payroll process and procedures

Ability to work independently with minimal supervision, and work well in teams.  
Ability to cross train with others in the finance office to facilitate backup coverage and promote maximum mobility.

Must be able to acquire within a reasonable time frame and remain current with the Non-Violent Crisis Intervention certification.

Knowledge in bookkeeping, accounting skills, and medical terminology would be an asset

This level of knowledge, skills and abilities are normally obtained through the 1<sup>st</sup> level of a post-secondary accounting program and 3 years' experience in a computerized financial environment and at least 1 year of experience in a health environment would be an asset.

## **WORKING CONDITIONS**

### **Physical Demands**

Computers are a primary tool and approximately 80% (6.5 hours) of each day will be spent using the Virtuo financial applications module, related spreadsheet, word processing programs and Outlook. May be required to lift boxed Accounts Payables files, which can be heavy. Requires frequent bending and using the ladder during filing on a weekly basis.

### **Environmental Conditions**

The incumbent shares an office with co-workers. The office is very small and there is a high level of disturbance since there is no privacy or sound proofing to separate office areas. Employees are rarely able to modify the temperature in the workspace and employees may find the temperature uncomfortable and distracting.

### **Sensory Demands**

High level of concentration required in order to understand complex accounting concepts and procedures and the complexity of invoices, travels, spreadsheets, journal entries and other forms of expenditures.

### **Mental Demands**

Deals with conflicting priorities and tight deadlines.

Requires high levels of concentration in an environment filled with frequent interruptions.

There is significant level of disturbance/noise from the other office workers, due to deficiencies of office space.

Workload, especially during month ends can be big, and the number of invoices for entry can be large so ability to work efficiently and meet deadlines while prioritizing urgent tasks is a requirement.

Dealing with managers that can be irate due to lack of clarity around their departments' budget or spending.

Dealing with irate staff or vendors for missed or late reimbursements or payments, respectively, which can be attributable to a lot of factors beyond Accounts Payables' control.

**CERTIFICATION**

**Position Number: U-06-12 -1115**

<hr/> <b>Employee Signature</b>	<hr/> <b>Supervisor Title</b>
<hr/> <b>Printed Name</b>	<hr/> <b>Supervisor Signature</b>
<hr/> <b>Date</b>	<hr/> <b>Date</b>
<b>I certify that I have read and understand the responsibilities assigned to this position.</b>	<b>I certify that this job description is an accurate description of the responsibilities assigned to the position.</b>

<hr/> <b>Director/Chief Executive Officer Signature</b>	<hr/> <b>Date</b>
<b>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</b>	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**

November 2004 – Editorial Changes  
April 1, 2008 – Substantial changes  
January 2010 – Substantial changes  
August 2014 – Substantial changes, name change from Senior Accounting/Accounts Payable Clerk to Accounting Clerk  
September 2017 – scope, logo, commitment statement  
November 2017 – correct ICORE responsibilities, add payroll experience to requirements  
February 2021 – Editorial Changes, remove ICORE duties.  
April 2022- NVCI training & Náydi Kúé location update