



# CAREER OPPORTUNITY

<b>Position:</b>	Full Time Finance Clerk – Receipts and Statistical <b>#10-2023</b>
<b>Department:</b>	Finance
<b>Commencing:</b>	As soon as possible
<b>Salary:</b>	<b>\$22.56 /hour to \$30.08 /hour, or \$43,996.17 to \$58,661.56 annually</b>
<b>Deadline:</b>	Open until a suitable applicant is found.
<b>Job Description:</b>	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to [human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca) or by fax to: 807-274-2898.

For more information, please contact Human Resources at:  
[human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca)



## JOB DESCRIPTION

<b>POSITION (Title):</b>	Finance Clerk – Receipts and Statistical
<b>DEPARTMENT/SERVICE AREA:</b>	Finance
<b>SITE:</b>	La Verendrye General Hospital
<b>REPORTS TO (Title):</b>	Director of Finance

### **Qualifications and Experience Required:**

- Grade 12 Secondary School Diploma or equivalent; a one-year diploma in accounting, business or a related discipline is preferred;
- Minimum of 3 years related work experience preferred;
- High degree of proficiency using spreadsheet, and accounting applications preferred;
- Ability to adapt to a changing environment, willingness to new learn software applications, and new processes required;
- Well-developed verbal and written communication skills;
- Ability to work co-operatively as a member of a team;
- Must possess a high degree of confidentiality and honesty;
- Carry out all work assignments safely and be knowledgeable of and in compliance with relevant legislation, regulations, policies, and procedures;

### **Attributes:**

- The Receipts and Statistical Clerk is required to:
  - Work independently with a high degree of accuracy;
  - Be dependable, versatile, highly motivated, competent, cooperative;
  - Show initiative and be a creative thinker;
  - Be innovative, illustrate superior communication skills, maintain strong interpersonal relationships;
  - Possess effective organizational and time management skills; and
  - Possess a high degree of confidentiality, honesty, integrity, and trustworthiness.

### **General Accountabilities:**

- Processes the day-to-day client, patient and other payments and receipts according to Generally Acceptable Accounting Principles, internal controls and other pre-established guidelines, controls, policies, and procedures, ensuring timelines are adhered to;
- Manages, coordinates, assesses, processes, and reports the Organization's clinical, financial, and other statistical information according to MIS, legislated, regulatory, internal, and other external reporting purposes;
- Coordinates, disseminates, assesses, and analyzes Wait Time Information System data; manages communications, data and issues including ensuring data submission compliance, data quality and workflow process compliance;

## **Specific Duties:**

### **Statistical**

- Responsible for the maintaining of system tables within the CPI and Accounts Receivable software programs;
- Monthly entry of statistical journal entry in prescribed format;
- Monthly statistical analysis and reporting for management, internal and external stakeholders, and regulatory requirements;
- Assist with data quality issues for internal & external purposes;
- Collection, audit, interpretation, and reporting of statistical data from submitting departments, as well as manual collection and calculation of miscellaneous data (e.g., Patient activities, revenue days, meal days, etc.);
- Statistical data analysis to ensure compliance with MIS guidelines and OHRS reporting system that are timely, valid, reliable, and accurate;
- Assist in ensuring statistical set-up, maintenance, and controls are present and in accordance with OHRS, CIHI or alternate guidelines that may be required;
- Train, educate and support management and staff in statistical reporting requirements;
- Coordinate the implementation of MIS Account & Data Collection changes;
- Preparation, balancing and submission of Hospital Census to the Business Office and the Ministry of Health and Long-Term Care;
- Review, analyze and provide statistical Wait Time Information System operational reports;
- Ensure that data submitted to the WTIS is accurate, complete, and of high quality;
- Work with hospital resources to review, monitor and address data quality issues;
- Review WTIS informational indicators to monitor trends and potential challenges with using the tools;
- Collects and reports patient safety and clinical indicators;

### **Financial Receipting**

- Prepares daily bank deposits for cash and credit cards (Visa/Mastercard) for Riverside Health Care Facilities Inc and Riverside Foundation for Health Care;
- Assists the Accounts Receivable Clerk in maintaining patient billing files;
- Assist the Accounts Receivable Clerk with receipting incoming cheques and EFTs;
- Assists with the replenishment of ATM and Coin Machines.

## **Conditions of Employment**

1. Human Resource Policies
2. Corporation Policies
3. Department Policies