

JOB DESCRIPTION

POSITION:	RESIDENT FINANCIAL COORDINATOR		
DEPARTMENT:	Huron Lodge		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543188
SHIFT WORK REQ'D:	Yes	GRADE/CLASS:	0.13

DUTIES:

Reporting to the Manager of Resident and Corporate Services, this position will be responsible for the clerical, bookkeeping, banking and related financial duties for administration and residents. Performs banking functions such as: balancing and depositing revenue at the appropriate banking institution for all resident and Corporate trust accounts as required (i.e. cashing cheques, payments of bills, conversion of foreign currency, money orders, etc); responsible for safe and vault security; processes accounts payable, frequently using PeopleSoft for items such as residents personal bills (phone, dental, optical, funeral, etc), tuck shop accounts, etc; balances and replenishes residents' imprest fund and disburses residents' pocket money as required; bank cheques when required. Completes, issues and mails monthly invoicing to resident/Power of Attorney in Medecare software. Performs accounting functions such as inputs all trust accounts transactions and generates reports monthly for all trust accounts; reconciles trust accounts to sub ledger and provides assistance in reconciling to general ledger; maintains financial documents for completion of rate reduction forms for each resident annually and audit forms for all new residents; processes payments to trust accounts and follows-up on delinquent accounts; calculates billings for Green Shield, etc; prepares supplementary benefit applications for some residents; sets up income tax returns and cross matches to supplementary benefit applications; assists auditors as required; review charges to residents for external services. Prepares forms and documents frequently; composes letters and memos as required; compiles monthly, yearly and quarterly statistical and financial reports. Closes estate of deceased residents. Disburses balance of trust account in conjunction with the Legal Department as required. Responds to inquiries verbally or in writing from residents and their families. Distributes quarterly financial print outs. Occasionally assists with reception and counter inquiries, etc. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School graduation Diploma plus two (2) years of post-secondary education in Accounting, Business, Office Administration, Social Sciences or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in Long Term Care in the areas of Legislation & Legal, Financial, Trust Accounts and Customer Service.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must be patient, understanding, and gentle when dealing with the residents;
- Must be able to maintain good working relationships with residents, visitors, staff and the public;
- Must be capable of working with minimal direction;
- The physical demands analysis associated with this job indicates a light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.