

JOIN OUR TEAM!



THE ROLE

Accounts Clerk

This is a **permanent part-time role** (with temporary full-time hours for an undetermined duration) at the County, with an annual compensation range of **\$57,514 - \$64,696**.

THE OPPORTUNITY

You'll provide comprehensive administrative and financial processes, ensuring accurate Resident's Receivable and Trust Accounts. Additionally, the position will act as a financial resource to residents and their families, offering assistance with financial inquires.

Currently, the role of Accounts Clerk also plays a pivotal role in handling payroll processes, which includes budget planning, monitoring accounts payable, while reporting to and supporting the Administrator.



- Community College Diploma/ Equivalent



- Some current related experience.



- Interpersonal Communication
- Resilience
- Collaborative Skills

THE COUNTY

Haldimand County believes in compassionate and innovative approaches to resident care. Grandview Lodge is an award-winning, nationally accredited 128-bed long-term care home in Dunnville. Located on the shores of the Grand River, you'll find the environment to provide a calming presence to employees and residents alike. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

Joining our team opens the door to a rewarding career where the health and wellness of our employees, families, and communities is vital to the success of our workplace. The municipality's dedication to work/life balance, flexible working hours, remote work options, wellness programs, employee recognition programs, learning and development opportunities, competitive salaries and benefits are a few of the reasons why you should join us today!

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

this posting closes on **December 13, 2023 at 4:30 p.m.** Visit our careers page for more opportunities.

JOB DESCRIPTION

Accounts Clerk, Grandview Lodge

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| POSTING #: NU-2023-46 | Employer Group: Non- Union |
| POSTING PERIOD: November 29 – December 13,2023 | Reporting To: Administrator, GVL |
| Grade: 4 Wage Range Annually: \$57,514 - \$64,696 | Position Status: Permanent Part-Time (temporary full-time hours for an undetermined duration) Hours Worked Per Week: Up to 24hrs per week (35 hrs temporarily) Location: Grandview Lodge, Dunnville Ontario |

CORE COMPETENCIES:

Interpersonal Communication | Resilience | Collaborative Skills | Emotional Intelligence | Self-Direction

POSITION SUMMARY:

Provide administrative and financial processes, while administering Resident's Receivable and Trust Accounts. Additionally, the position will act as a resource to residents and families for financial matters. Currently supporting payroll processes.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Community College Diploma relative to the responsibility completed within two academic years.

Experience

- Some experience in administrative work or within a long-term care setting.
- Special consideration will be given to applicants with the following:
 - Previous experience in AP or General Accounting
 - Experience in a Long-Term Care environment

Knowledge/Skills

- Thorough understanding of corporate/ department/ division business administration and financial procedures to recommend and/ or undertake activities that increase efficiency relative to assigned tasks (i.e., communication documents, including report preparation, invoice processing records management, and meeting organizations).
- Good understanding of functions carried out by the department/ division as well as the interrelationship of municipal structure and functions with other departments/divisions within the County and other government agencies to understand municipal services and operations.
- Valid Ontario Driver's License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification, and/or exchange routine information.
- Demonstrated initiative, and ability to make decisions involving routine tasks, within established procedures.
- Demonstrated ability to work independently with complex tasks, within established procedures.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information.
- Proven ability to handle/process cash, valuables and/or issue receipts.

- Demonstrated analytical and problem solving skills involving occasional ingenuity, and minor refinement of procedures when necessary.
- Organizational skills with considerable attention to detail to avoid errors and ability to meet deadlines.
- Technology Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Follow the GVL philosophy of delivering care to Residents by utilizing DementiAbility methods and GPA principles.
- Ensure the Resident's Bill of Rights is respected and the guidelines set out by relevant provincial legislation, regulations, and directives are followed, by communicating with residents, visitors, and other personnel in a courteous manner.

People

- Provide information and resources to Residents and families.
- Coordinate services with various County departments; such as Accounts Payable, Finance and Payroll.

Timeline

- Responsible for processing bi-weekly payroll (backup to Scheduler).
- Processing Resident accounts, taxes, etc.

Money/Asset

- Process financial information related to expenditures/ revenues, budget preparation, monitoring and reporting in support of the Administrator.
- Apply for resident rate reductions yearly.

Functional

- Administration:
 - Conduct all work within applicable Acts, regulations and approved County policies and procedures.
 - Ensure administrative procedures related to financial reporting of both month and year-end processes are complete, accurate, and timely.
 - Arrange/ attend meetings/events on behalf of members of the Home acting as a participant or when required, recording secretary.
 - Provide backup support to the positions of Resident Service Clerk.
 - Carry out regular office duties: filing, telephone inquiries, word processing, etc. to ensure cohesive, accurate and timely business operations in the division.
 - Coordinate/ prepare/ proofread written documentation prepared by Leadership being cognizant of deadlines.
 - Research and organize oral or written briefing notes and/or documentation as assigned, and recommend specific actions if requested.
- Financial Responsibility:
 - Process and maintain account records for all resident payments and make entries to trust accounts accurately and in a timely fashion.
 - Complete financial contracts & consents with Residents and/or with POA upon admissions
 - Maintain approved financial records management system for Grandview Lodge ensuring that documentation is readily available.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

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| A Current (within the past 6 months) Police Check | OPP LE 220 or Equivalent |
| Two- Step & Mantoux Test | Within Past 6 Months |

WORKING CONDITION(S):

- Regular Business Hours (8:30am – 4:30pm, Monday to Friday)

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.