

POSITION: RESIDENT FINANCIAL CO-ORDINATOR

JOB POSTING #:

DEPARTMENT: Huron Lodge

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543188

POSTING STATUS: Regular Full-Time

POSITION #:

OF POSITIONS:

GRADE/CLASS: 0.13

SHIFT WORK REQ'D: Yes

SALARY RANGE: \$25.24 to \$29.67 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of Program Services 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 such as required (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 Goldcare 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; T5's and T5 Summary prepared and submitted to Revenue Canada for resident's Interest income; 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, their families, lawyers, insurance companies, public trustee, federal and provincial representatives, etc regarding financial procedures. Distributes quarterly financial print outs. Maintains financial files for residents. Occasionally assists with reception and counter inquiries, etc. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; Performs other related duties.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two years post secondary education in accounting including trust funds and audits or Ontario Ministry of Education equivalencies
- Must have over one (1) year experience in areas of accounting, financial, legal, legislation, and health environment, dealing with Seniors, specifically in the areas of government pensions, benefits, corporate trust and bank accounts, and estate distribution
- 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
- Must possess good communication skills, organizational and interpersonal skills and have the ability to communicate with the elderly
- 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.

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on September 17, 2012