



## UNION JOB DESCRIPTION

**JD3634**

<b>JOB TITLE:</b>	Accounting Assistant	<b>JOB DESCRIPTION NO.:</b>	40597/F.VI.10213.001
<b>CLASSIFICATION:</b>	Clerk VI, Accounting	<b>GRID/PAY LEVEL:</b>	F 24
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	10213
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	SI: 40597 CINI: 10213
<b>PROGRAM/DEPARTMENT:</b>	General Ledger, Finance	<b>BENCHMARKS (If Applicable):</b>	10213
<b>REPORTING TO:</b>	Manager, General Ledger		
<b>FACILITY/SITE:</b>	RJH, NRGH		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Island Health (Vancouver Island Health Authority) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Under the direction of a designated Accountant in the General Ledger department, the Accounting Assistant utilizes a variety of software applications to ensure the timely and efficient preparation of financial and/or statistical journal entries, period end accounting duties, and reporting. Develops, recommends and, upon approval, implements new accounting methods and procedures; performs complex reconciliations of the general ledger accounts and other designated ledgers and records; compiles and analyzes financial data and prepares related reports as required; and carries out related general accounting functions according to the standards and procedures of the department. Participates in special projects as assigned

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Uses specialized accounting software, calculators, and other related equipment to prepare complex reconciliations and documentation of accounts such as general ledger trial balances and period and year-end working papers and/or supporting schedules. Identifies variances or discrepancies, initiates corrective action to resolve problems, and compiles standardized and ad hoc financial reports, statistical returns and related government and management reports.
2. Is responsible for and participates in the generation of financial and statistical journal vouchers ensuring a timely period end close of the general ledger.
3. Liaises with other subsystems and departments as required.
4. Acts as an information resource for managers, accountants, and other hospital personnel by compiling and analyzing financial data, reports, accounts, and other information such as vendor activity statistics, extracting relevant information, preparing related reports as necessary, and forwarding the information as required. Answers complex inquiries and resolves most complex problems independently, referring as appropriate.
  - Performs internal control reviews by reviewing, extracting and interpreting information as required. Identifies trends and/or problems, potential risks, and possible solutions.
  - Provides input into the establishment of accounting methods and procedures. Identifies opportunities for improved efficiencies and ongoing deficiencies in systems, services and resources. Recognizes and reports poor resource utilization. Develops, recommends, and upon approval, implements new procedures.
  - Maintains accounting records for various affiliates and prepared monthly/quarterly/yearly financial reports as required.

- Compiles information and performs assigned duties for interim, year-end and other audits.
- Assists with the annual audit of the inventory counts of the Operating Rooms, Pharmacies, and Stores locations.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

**Education, Training And Experience**

Grade 12, successful completion of 2 years of the CPA (CA, CGA, or CMA) program, plus four years recent related experience, or an equivalent of education, training and experience.

**Skills And Abilities**

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.