



## UNION JOB DESCRIPTION

JD4030

<b>JOB TITLE:</b>	Financial Administrator, Access & Transitions	<b>JOB DESCRIPTION NO.:</b>	20184
<b>CLASSIFICATION:</b>	Financial/Contract Administrator 1	<b>GRID/PAY LEVEL:</b>	C37
<b>COLLECTIVE AGREEMENT:</b>	Community Subsector	<b>HSCIS NO.:</b>	80800
<b>UNION:</b>	BCGEU; HEU	<b>JOB/CLASS CODE:</b>	20184
<b>PROGRAM/DEPARTMENT:</b>	Community Health Services	<b>BENCHMARKS (If Applicable):</b>	80800
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	VIHA South, Central and North Island Health Services Delivery Areas		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), 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.

The Financial Administrator provides financial support in the administration and control of long-term care/assisted living facility contracts including the processing of resident rates, staffing, occupancy and direct care hours to ensure compliance with Ministry of Health (MOH) and contract guidelines. Participates in the annual health authority rate setting (HARS) process and addresses rate concerns. Liaises with a variety of internal and external stakeholders, identifies and investigates discrepancies, and researches, gathers and compiles financial information for reports.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Conducts reviews and analyses of financial and other data relating to long-term care rates, rate setting processes and exceptions, utilization and performance. Prepares reports and advises the Manager.
2. Investigates problems related to resident rate setting processes, contacts others to provide and/or obtain information, identifies and resolves discrepancies and refers issues to the Manager.
3. Participates in the annual health authority rate setting (HARS) process including answering calls and addressing rate concerns raised by clients/residents and families/representatives.
4. Prepares and modifies financial rate calculation and documentation in accordance with established policies and procedures by utilizing word processing and spreadsheet software as well as PathWays, PARIS and other applications, ensuring accuracy and completeness of documentation.
5. Gathers and compiles financial data as directed and researches, organizes and summarizes information. Prepares a variety of reports including statistics and trend or variance analysis.
6. Develops and maintains data tracking mechanisms in databases and record keeping systems to assist with the financial/performance management of the program, utilizing database and spreadsheet software such as Access and Excel.
7. Liaises with a variety of internal and external stakeholders, including Public Guardian & Trustee, clients/residents, families/representatives, staff, public and outside agencies in order to verify/exchange information and resolve issues.

### QUALIFICATIONS:

#### Education, Training And Experience

Diploma in Financial Management and three (3) years' recent, related experience or an equivalent combination of education, training and experience.

### **Skills And Abilities**

- Knowledge of principles and practices related to financial and budget management including ability to perform mathematical and financial calculations.
- Ability to communicate effectively, both verbally and in writing.
- Effective interpersonal skills and ability to resolve issues and conflict diplomatically.
- Ability to collaborate effectively with clients/residents, families/representatives and relevant stakeholders.
- Ability to plan, organize and prioritize work.
- Ability to problem-solve, make decisions and exercise sound judgment.
- Ability to take initiative.
- Comprehensive knowledge of relevant acts, regulations, programs, policies and procedures.
- Ability to understand policy and controls around the release of client/resident information.
- Ability to operate related equipment including the use of applicable software applications at an intermediate level.
- Business writing skills.
- Ability to type.
- Physical ability to carry out the duties of the position.