



MICs Group of Health Services

JOB DESCRIPTION

Department:	<u>Finance</u>	Position:	<u>MICs Accountant/Special Projects</u>
Date:	<u>October 2011</u>	Classification:	<u>Non-union</u>
Revised:	<u>September 11, 2024</u>	Facility:	<u>MICs</u>

GENERAL ACCOUNTABILITIES

The MICs Accountant/Special Projects position reports to the MICs Chief Financial Officer and is responsible for working on financial projects and other special projects as assigned.

NATURE AND SCOPE

The MICs Accountant/Special Projects is a full-time, non-union position responsible to the MICs Chief Financial Officer. The MICs Accountant/Special Projects is responsible for assigned financial responsibilities and special projects that may assist the Executive Team as delegated by the MICs Chief Financial Officer. This position is based out of Lady Minto Hospital with travel required to the other MICs sites as needed. Specific accountabilities include: 1) Financial Services; 2) Health & Safety and 3) Patient/Resident Safety for Team Members.

SPECIFIC ACCOUNTABILITIES

1) Financial Services

- Facilitate processing of monetary receipts
- Assist in workflow allocation for the RCG Team
- Oversee the billings of various accounts
- Provide training to other RCG Team Members
- Facilitate collection of overdue accounts
- Monitor error reports/rejections for LMH; send duplicate entries for manual review; investigate rejections for LMH and submit for payment (Remittance Advice Inquiries)
- Remain current in OHIP, WSIB, out-of-province, out-of-country, non-insured and accommodation billing practices
- Co-payment calculation for resident awaiting placement and delivering financial information to family through consultation
- Oversee/monitor the aging reports and participate in annual allowance for bad debt review
- Oversee RCG related reconciliation services
- Audit RCG activities for all MICs facilities, including LTC
- Statistical database entry into Excel
- Special projects as assigned by the CFO such as maintaining the fixed asset records for the organization including tagging of fixed assets, preparation of capital update report, etc.
- Assist with development of Finance procedural documentation
- Website reporting of executive expenditures
- LMH Census and other ministry related submissions
- LMH Daily Reports/Projections (Meditech Modules)

2) Health & Safety

- Work in compliance with the Ontario OH&S Act and Regulations
- Use personal protective equipment, clothing and safety devices in accordance with MICs Workplace Health & Safety and/or Infection Control policies and procedures
- Report any known missing or defective equipment to the Supervisor

- Report any known workplace hazard or safety issue to the Supervisor
- Report any known violation of the Ontario OH&S Act and Regulations to the Supervisor
- Use or operate equipment in a way that is not dangerous to self or others
- Participate in WHMIS programs and follow WHMIS information and instructions as required when using hazardous materials
- Comply with policies and processes to eliminate/minimize unsafe acts or conditions including identifying/reporting near miss and actual events
- Comply with MICs Emergency Plan policies and procedures as outlined for each type of emergency as required

3) Patient/Resident Safety for Team Members

- Participate in promoting a culture of patient/resident safety
- Demonstrate a commitment to patient safety by speaking up about patient/resident safety issues and changing practices to reflect and enhance safety
- Participate in near miss and incident reporting through established reporting mechanisms and demonstrate shared accountability for safe practices
- Participate in processes and strategies related to improving patient safety (Team Leaders are responsible to lead the team to establish processes and strategies related to improving patient safety.)
- Demonstrate knowledge of and abide by the requirements of practice for patient safety as outlined by Accreditation Canada (i.e. effective communication, infection prevention and control)
- Participate in initial and ongoing patient safety education and take responsibility for maintaining competency

QUALIFICATIONS

General

- Possess excellent communication, interpersonal and organizational skills
- Strong problem identification and problem resolution skills
- Strong work ethic and positive team attitude
- Demonstrated focus on quality
- Proven ability to meet tight deadlines
- Ability to work effectively alone and prioritize
- Must be a highly motivated, service and team-oriented individual with an attention to detail
- Enthusiasm for challenge and new initiatives
- Flexibility and ability to function effectively under changing demands
- Excellent attendance record and punctuality
- Demonstrated ongoing professional growth and development
- Excellent analytical skills
- Physically/emotionally healthy to deal with the demands of a full-time work schedule
- Valid Ontario driver's license (must provide own transportation)

Educational

- Minimum 2-year diploma level education in Business Administration or 5 years of related work experience
- Advanced proficiency in Meditech, Microsoft Word and Excel software applications, Management and Accounts Payable applications

Desirable

- Bilingual (verbal and written) in both English and French
- Interest and related experience in the health care field

The preceding described duties are representative and should not be construed as all-inclusive