



## **ACCOUNTING CLERK**

**Reporting to:** Executive Director

### **Summary of Functions:**

Participates in the efficient operation on all non-nursing aspects of the organization, including the implementation of administrative procedures, policies, and controls

### **Service Responsibilities:**

#### ***Human Resources:***

1. Maintains HR files for all staff
2. Acts as resource to staff on Labor Code.
3. Maintains employee benefits, pension, group insurance, vacation days.
4. Participates in interviewing candidates with Executive Director as required
5. Develops nurses' work schedule according to norms of collective agreement every 8 weeks
6. Provides input in the union negotiation process

#### ***Administrative:***

1. Acts as Administrative Assistant to Executive Director
2. Regularly reviews costs from vendors for nursing, office, kitchen, and housekeeping supplies; negotiates lowest price possible; purchases and orders supplies as needed
3. Archives chart records (clients, staff & volunteers)
4. Delegates preparation of chart forms and client information folders to administrative volunteer
5. Assists in updating and maintaining patient database
6. Prepares and verifies statistical and other reports such as activity summary for Executive Director
7. Assists in preparing thank-you letters and in-mem letters
8. Provides support to fundraising and volunteer events
  - a. Prepares and provides input for the Annual Campaign mailing in conjunction with NOVA's Executive Director & Fundraising Coordinator
  - b. Attends and assists in coordinating NOVA's AGM
  - c. Assists in the organization of the yearly volunteer recognition event
  - d. Assists, attends & participates in NOVA Fundraising activities throughout the year as requested by the Executive Director
9. Attends staff meetings
10. Provides back-up for Receptionist as required (customer relations, telephone & walk-in inquiries)

**General Requirements:**

- Demonstrates excellence in communication and interpersonal skills
- Is an effective organizer with the ability to multi-task
- Maintains absolute confidentiality of all aspects of employment, staff relations, and patient/family information
- Promotes NOVA's charitable role
- Is able to work well independently and as a team player

**Qualifications:**

- Knowledge of payroll; knowledge of Easy Pay / Ceridian Program an asset
- Support in Human Resources
- Computer skills/Proficient in Excel
- Knowledge of Simply Accounting Program basics + Donor Perfect
- Bilingual English/French
- Experience in a medical environment an asset

**Position:** permanent part-time; minimum of 24 hours per week

**Hourly salary:** \$20/hour

Please submit your CV by October 7, 2022 to [mfjuneau@novawi.org](mailto:mfjuneau@novawi.org)  
Start date in October 2022