



GLEN HILL TERRACE

A DURHAM CHRISTIAN HOMES COMMUNITY

Glen Hill Terrace

Business Coordinator – Full Time

Our Mission:

Durham Christian Homes is a welcoming community that provides exemplary, quality care to our residents through empowerment, compassion, dignity and respect.

Our Values:

Motivated by our Christian faith, we **CARE**
Commitment to Community.
Accountability.
Respect.
Excellent.

POSITION SUMMARY

Reports directly to the Administrator and is responsible for the efficient management and operation of business office including payroll, accounts payables and accounts receivables. Must ensure department is operated in compliance with the Long Term Care Act and other regulations affecting the efficient operation of the business department. Must be familiar with and practice Occupational Health & Safety Standards at all times.

Primary Duties:

1. Ensure financial arrangements are made for each newly admitted resident including review and signing of admission contract, uninsured services agreement, co-payment structure, rate reductions, trust account (if requested). Obtain post-dated cheques or pre-authorized payment forms for accommodation fees.
2. Maintain a business file on each resident and ensure file contains information required under the Long Term Care Act, Programs Standards and Accreditation Standards.
4. Ensure effective management and control of accounts receivable including, deposits, banking, reporting to Head Office and follow-up on outstanding accounts.
5. Liaise with residents, substitute decision maker with respect to billing, payment of accounts and enquiries, including Public Guardian and Trustee, Green Shield, etc.
6. Ensure effective management of residents' Trust Account, including record keeping of each transactions, bank deposits, reconciliation and quarterly summaries of individual resident's trust account (to be filed with Trust Records).
7. Responsible for the management of the reception staff, including recruitment, training, scheduling and overall supervision.
8. Under the direction of Administrator, maintain petty cash account including effective record keeping of all transactions and distribution of funds, weekly/monthly reconciliations;

- maintenance of supporting invoices for each transaction and preparing of monthly expense report for Administrator.
9. Maintain accounts payable record and forward required information to Head Office.
 10. Ensure the maintenance and regular update of personnel file including records of employment application. Physical examination performance evaluations, benefits/WSIB claims, change of status reports, employment agreements, QHR database and other related records and/or information.
 11. Prepare bi-weekly payroll based on employee sign-in sheets (as verified by department manager); bi-weekly reconciliation of payroll hours. Review payroll and report any discrepancies to Administrator and Head Office.
 12. Monitor maintenance and record keeping of employee sick days, seniority, anniversary and birthdays, including vacation requests and approvals. Compile and forward to Head Office employee status change related to new hires, rate/benefit/address changes, and termination of employment.
 13. Ensure effective communication to Head Office re: vacation requests/entitlement adjustments, pension contribution/termination.
 14. Effectively complete appropriate forms and communicate employee benefit entitlement information to Head Office and benefits carrier and other claims.
 15. Conduct operational audit on a quarterly basis and prepare required reports and submit to Administrator on a monthly basis. Conduct focused audits on areas identified as non-compliant.

Qualifications:

- Must be fully vaccinated against COVID-19, including 3rd Booster, in accordance with our Coronavirus Immunization Policy;
- Diploma in office administration or equivalent educational experience preferred;
- Proficiency in written and oral communication;
- Experience with Microsoft Office and working within a Windows computerized environment. Is required.
- Knowledge of Quadrant and Advanced Tracker is an asset;
- Ability to deal with public and the long term care facility resident population in a calm and professional manner;
- Proficiency in time management and organizational skills;
- Able to work in fast paced environment
- The successful candidate will be required to provide a current police check, inclusive of vulnerable sector screening.

Interested candidates are invited to email their resume and cover letter to careers@dchomes.ca.

We thank all those that apply and will reach out only to those selected for an interview