

JOB DESCRIPTION

JOB TITLE	Financial Benefits Administrator
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Accounting Coordinator
LOCATION	North Bay
WEEKLY HOURS OF WORK	35
SALARY GRADE	Grade 3
DATE	May 2010

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Under the supervision of the Business Analyst this position is responsible for the day to day administration of the Chequing Office. This position will verify, print, and produce cheques for Ontario Works financial benefits as requested by Integrated Services staff. As part of this function the clerk will also be accountable for all near cash items as well as responsible for keeping them stocked, both at the benefit distribution window and the Chequing Office.

This position will also perform various reporting and accounting functions as they link to SDMT in support of the Finance Department. In addition this position will respond to enquiries and resolve any discrepancies surrounding the disbursement of cheques and other near cash items. Also included as part of the position will be ensuring that the technology (hardware and software) in the Chequing Office is fully functional (e.g. maintenance and repair calls).

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

Processes Ontario Works cheques by:

- Preparing and distributing manual cheques and drug cards as directed
- Inputting payment details and completing file narratives
- Receiving Ontario Works cheques daily from the payment file and distributing as authorized
- Ensuring the security and inventory levels of cheques, MICR toner, and manual issuance supplies
- Responding to inquiries from staff and resolving issues as required
- Some work hour flexibility as an earlier start time during the monthly cheque run may be required

Performs various accounting functions by:

- Balancing daily manual financial transactions and ensuring accurate posting to both daily and monthly registers
- Facilitating contracts between clients and financial institutions regarding cashing benefits cheques
- Monitoring and following up with frontline workers regarding undistributed cheques
- Completing and verifying monthly variance reports for authorization by the Business Analyst, upon receiving authorization must advise frontline workers of any required tasks cited in the variance report
- Paying approved invoices, posting to appropriate technology system and completing file narrative
- Processing stop payment requests and cancelled cheques as directed and completing computer documents and narrative notes
- Correcting data from bank reconciliations
- Completing daily and monthly bank reconciliations by specified deadlines to ensure inclusion in the organization's bank reconciliation
- Receiving, recording and issuing receipts and forwarding all cash payments and reimbursement cheques to Accounting Clerk; completing computer documents and advising appropriate staff

Keeps near cash items stocked by:

- Purchasing monthly bus passes from the City of North Bay
- Completing daily and monthly reconciliations for all near cash items
- Ordering additional gift cards, vouchers, and bus passes as required
- Ensuring the security of all near cash items

Performs the day to day administration of the Chequing Office by:

- Maintaining and managing all machinery, equipment, and software specific to the Chequing office
- Schedules maintenance and repair calls as needed
- Requests refills through the Business Analyst as required (e.g. MICR toner)

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace, that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Completion of post-secondary certificate in book-keeping, accounting, finance or its equivalent;
- Minimum of two (2) years related experience providing financial operational supports;
- Advanced computer skills including Excel, Microsoft Word, internet and e-mail programs, and/or other related applications/systems;
- Ability to work individually and as a team player with excellent organizational and multitasking skills;
- Ability to prioritize work within a challenging fast paced environment with strict deadlines;
- Task oriented with strong attention to detail;
- Demonstrated history of regular attendance;
- Excellent customer service skills;
- Strong verbal and written English communication skills

COMPENSABLE FACTORS

KNOWLEDGE

[This subfactor measures the general knowledge and specialized or vocational training necessary to perform the job duties in a satisfactory manner and has no relationship to the academic achievement of an employee. The degree levels are normally expressed in terms of formal education or equivalent. Similar levels of achievement can be obtained through related experience, courses or self-improvement.]

Undergraduate level (College) - One year or equivalent.

EXPERIENCE

[Should be considered when the degrees of knowledge are established. It serves as a scale of measurement for the amount of practical experience that an average individual having the appropriate theoretical knowledge, specific education and specialized training, would require to be able to perform the job duties.]

Over two years, up to and including four years.

JUDGEMENT

[Measures the choice of action required in applying methods, procedures, or policies to complete the tasks.]

The job requires the use of established guidelines that are well defines or detailed. There is little or no choice of action.

MENTAL EFFORT

[Measures the period of time wherein mental, visual and/or aural attentiveness is required on the job. Both the frequency and duration of the effort are to be considered.]

Frequent periods of intermediate duration.

PHYSICAL ACTIVITY

[Measures the physical activity by the type and duration required to perform the duties.]

Light activity of intermediate duration.

DEXTERITY

[Measures the level of dexterity required by a job. The levels of manual dexterity are determined by considering the elements of speed and/or accurate hand/eye (or hand/foot) coordination. Movements can be either fine or coarse.]

Employee is required to perform tasks that demand the accurate coordination of coarse movements, where speed is a secondary consideration.

ACCOUNTABILITY

[Measures the effect of actions on others and covers the relationship between the nature of the work, the loss of time and resources and the effect of the work.]

Actions could result in a serious loss of time or resources, or cause some embarrassment within the organization.

SAFETY OF OTHERS

[Measures the degree of care required to prevent injury or harm to others.]

Little degree of care required to prevent injury or harm to others.

SUPERVISION

[Measures the extent to which an employee is required to supervise the work of others such as students, employees (full-time, part-time, casual, etc.) of the employer, employees of other organizations.]

Supervisory responsibility is not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties.

CONTACTS

[Measures the contacts necessary in communicating with others, be they fellow workers or members of the public. These communications may be in writing, or oral, including sign language, and carrying varying degrees of responsibility for the handling of contacts tactfully and harmoniously.]

Courtesy and tact required in explaining, exchanging data or information.

WORKING CONDITIONS

[Measures the type and frequency of disagreeable conditions under which an employee is required to carry out the job duties.]

Minor conditions of frequent exposure.