

JOB DESCRIPTION

JOB TITLE	Financial Benefits Administrator
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Supervisor of Accounting
EFFECTIVE DATE	April 2022
SALARY	Band 3

JOB SUMMARY

Under the supervision of the Supervisor of Accounting, this position is responsible for the day to day administration of the Ontario Works Chequing Office. This position will verify, print, and produce payments for Ontario Works financial benefits as requested by Ontario Works (OW) staff. As part of this function, the administrator will also be accountable for the security and maintenance of all Cheque, DBD, RPC and near cash item inventory stock.

This position will also perform various reporting and accounting functions as they link to SAMS in support of the Finance Department. In addition, this position will respond to enquiries and resolve any discrepancies surrounding the disbursement of cheques and the issuance of DBDs and Reloadable Payment Cards. 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).

JOB DUTIES AND RESPONSIBILITIES

Processes Ontario Works cheques by:

- Preparing and distributing real-time, daily and monthly payments issued by cheque, reloadable payment card and direct bank deposit as directed
- Inputting payment details, printing and updating daily payment register, creating variance reports in our in-house program VIP, as well as documenting any changes as required in the Social Assistance Management System
- Receiving the Ontario Works daily payment file and distributing as authorized
- Ensuring the security and inventory levels of cheque/RPC/DBD stock, MICR toner, the safe and manual issuance of near cash items
- 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
- Assists in the processing and documentation of reimbursements and repayments in the Social Assistance Management System and notifies the Case Manager on file.

Work collaboratively with the Program Compliance Specialist and Case Managers on reimbursements and repayments. Receiving and recording receipts and forwarding all cash payments and reimbursement cheques to the Accounting Clerk

- Other duties as required

Perform various accounting functions by:

- Balancing daily manual financial transactions and ensuring accurate posting to both daily and monthly registers.
- Contact with financial institutions regarding client benefit payments.
- Monitoring and following up with frontline workers regarding undistributed cheques
- Complete, verify, track and monitor monthly variance reports Processing stop payment requests and cancelled cheques as directed
- Downloading and saving all relevant bank files and ensuring that all amount and serial corrections are completed accurately and without delay

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 Supervisor of Accounting as required (e.g. MICR toner)
- Other duties as required
- **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

