



Internal and External Opportunity Brief

Position:	Accounting and Operations Assistant
Reports to:	Manager of Finance
Location:	2131 Gottingen Street
Pay Scale:	\$20.37 - \$23.14 + benefits, dependent on skills and experience
Work Term:	1.0 FTE (37.5 hours/week)
Deadline:	October 31, 2022

About NECHC

The North End Community Health Centre (NECHC) was established in 1971 in response to an absence of primary health care and other health services in Halifax's North End. Located on Gottingen Street, we are in the heart of a unique and culturally diverse community. Today, governed by the North End Community Health Association, the NECHC is viewed by area residents as a "beacon of hope" in the community. Much more than a Primary Care Clinic, the NECHC has expanded in response to unmet needs of community members and is highly-valued by its patients and clients and their families. NECHC provides services to those living on the margins of society, through MOSH, Housing First and a wide range of community outreach initiatives.

Vision

Strong community - healthy people.

Mission

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

Values

Respect. Community. Compassion. Excellence. Innovation

Diversity, Equity and Inclusion Commitment

The North End Community Health Centre is committed to being an inclusive organization. We are working to ensure our organization represents the diverse people and communities we serve. Our position postings encourage members from the following communities to apply:

- 2SLGBTQIA++
- African Nova Scotian and/or people of African Descent
- Indigenous
- People with disabilities
- Language minorities
- People of Colour and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

Job Purpose

Reporting to the Manager, Finance and Operations and as part of the accounting team, the Accounting and Operations Assistant is responsible to support the operations, accounting and back up payroll and benefits administration for the North End Community Health Centre, supporting the organizations strategic plan, mission, vision and values. The Accounting and Operations Assistant works collaboratively with third-party organizations, members of the health team to coordinate the day-to-day operations of NECHC.

Priority Competencies

Teamwork, Organization, Time Management, Attention to Detail, Critical Thinking, Prioritizing

Professional Knowledge, Skills and Abilities

- Self-motivated with strong organizational and multi-tasking skills
- Ability to multi-task, coordinate and collaborate with multiple departments
- Strong time management skills with the ability to meet deadlines
- A commitment to ongoing learning and development
- Values diversity with a commitment to equity, diversity and inclusion

Key Responsibilities

Below are a list of key responsibilities associated with the Accounting and Operations Assistant position, they include but are not limited to:

1. Accounts Payable

- Obtain written quotations from potential vendors for all one-off items as requested by managers as per policy.
- Input vendor invoices and submit for approvals to the appropriate department managers
- Verify vendor HST/GST registration if vendor is charging HST/GST
- Research and resolve invoice discrepancies and issues in a timely manner
- Verify and reconcile credit card statements and expense reports, code, post and ensure appropriate approvals for payment
- Process payments to vendors on a timely basis, including obtaining needed approvals prior to issuance
- Maintain an up-to-date vendor contact list and files
- Correspond with vendors and respond to inquiries
- Perform monthly checks to ensure that all vendor invoices, rent payments, staff claims, and credit card expense reports have been processed
- Maintain petty cash, prepare month end reconciliation, and submit for review
- Process and issue staff cash advances. Monitor, review, and reconcile staff expense submissions. Ensure staff remit expenditure reports and remain compliant with policies and procedures

2. Accounts Receivable

- Prepare customer invoices, code, post and ensure appropriate follow-up for payment.
- Email or mail invoices to respective recipients
- Collaborate with Property Manager to ensure rent amounts are properly reflected in accounting records
- Maintain an up-to-date customer contact list and files, correspond with customers, and respond to inquiries
- Record cheque, cash, and direct deposit payments received
- Record receipts for funding and grants

- Record donations received and report to Finance Manager for charitable donation receipts tracking
- Review AR monthly and follow up on outstanding unpaid receivables
- Report to Finance Management outstanding AR status and make recommendations for collection or bad debts

3. Control processes & procedures

- Ensure there are no open vendor invoices or invoices pending approval within five (5) business days from month end.
- Ensure all customer invoices have been issued for all services delivered in the month within five (5) business days from month end.

4. Payroll

- Act as backup for the Payroll Administrator when they are away from the office (for example on vacation, sick leave, etc).

5. Other

- Any other finance and operations related tasks as may become necessary due to business expansion / growth.
- Collaborate with other administrative and operational staff on various matters, as needed

Education and Experience

- Post-secondary degree/diploma or equivalent work experience in administration, commerce or a related area
- 3-4 years or work experience in an accounting department environment
- Experience with payroll and benefits administration is considered an asset
- Experience in the clinic/health care environment considered an asset
- Experience with medical billing systems and strong computer skills
- High level of discretion and confidentiality
- Operational knowledge of Xero accounting program (or similar accounting program)
- MS Office (Outlook, Word, Excel) at an intermediate level
- Attention to detail
- Proven self-starter with time management and prioritization skills
- Able to multi-task in a high volume and deadline driven environment with shifting priorities as part of a small functional staff
- Able to work autonomously
- Excellent written and verbal communication skills

How to Apply

Those interested in applying for this position should email a cover letter and resume to employment@nehc.com by **October 31, 2022**. We thank all applicants for their interest, only those selected for an interview will be contacted.

Please note that a vulnerable sector criminal record check is required for all NEHC employees working directly with clients, participants and patients, however we acknowledge that criminalization occurs disproportionately in some communities more than others, and a clear record is not required. Any items that come up on such a record check will be discussed confidentially during hiring.

Furthermore, as of **October 4, 2021**, all new hires will be required to provide proof of full vaccination as a condition of employment.