ACCOUNTS OFFICER - Permanent, Part-Time
(24 hours per week with flexible scheduling, including occasional evenings and weekends, as operational requirements dictate. 8 hours/day)

START DATE: ASAP

ABOUT US:
Saint Vincent's Nursing Home is a dynamic accredited 146-bed long-term care facility located in the heart of Halifax. Our employees pride themselves on providing Resident and Family Centred Care in a warm, compassionate, and safe environment. We work together to create a quality of life and support each other by recognizing individual physical, social, emotional, cultural, and spiritual needs. Through various shared service agreements, we collaborate with other nursing homes that share a similar vision, mission, and values to build capacity and maximize resources.

ABOUT THE ROLE:
We have an immediate opening for a permanent part-time **Accounts Officer** to join our team of professional and qualified leaders. Reporting to the Director of Finance, this role is responsible for the accurate and timely administration of the organization's accounts receivable, accounts payable, and resident trust accounts. The position supports the effective financial operations of the facility through the maintenance of accounting records, processing of financial transactions, account reconciliations, and financial administration. The Accounts Officer works collaboratively with management, employees, residents, families, suppliers, and external service providers while maintaining a high standard of accuracy, confidentiality, and customer service.

ABOUT THE CANDIDATE:
- Grade 12 diploma or equivalent, with completion of a recognized post-secondary accounting program, preferably a minimum of two years in duration.
- Minimum of two years of relevant accounting or financial administration experience; healthcare or long-term care experience preferred.
- Demonstrated knowledge of accounting principles, accounts payable and receivable, reconciliations, and financial recordkeeping.
- Proficiency in accounting software and Microsoft Office, particularly Excel. Experience with Sage 300, or comparable systems is an asset.
- Knowledge of applicable legislation, regulations, privacy requirements, and standards relating to financial administration and resident trust funds.
- Strong organizational, analytical, time-management, and problem-solving skills, with demonstrated accuracy and attention to detail.
- Effective interpersonal, written, and verbal communication skills, with the ability to interact professionally with residents, families, employees, and external stakeholders.
- Demonstrated ability to maintain confidentiality, exercise sound judgment, work independently and collaboratively, and adapt to changing priorities

KEY RESPONSIBILITIES:

1. Financial Systems and Administration

- Maintain the accuracy, integrity, and completeness of financial information and accounting systems.
- Ensure transactions are recorded accurately and in a timely manner in accordance with established accounting practices and organizational policies.
- Liaise with software providers and technical support to resolve system issues and provide guidance or training to other users.
- Maintain accounting procedures and documentation, support internal controls, and identify opportunities for improved processes and efficiencies.

2. Accounts Receivable

- Administer resident and other accounts receivable, including invoicing, billing, collections, receipting, deposits, and banking.
- Monitor outstanding accounts, respond to inquiries, and maintain accurate resident billing records.
- Complete account reconciliations, month-end procedures, and supporting schedules for year-end audit requirements.

3. Accounts Payable

- Process supplier invoices and payments, ensuring appropriate authorization, supporting documentation, and accurate account coding.
- Reconcile supplier statements, investigate discrepancies, and respond to vendor inquiries.
- Complete month-end procedures and maintain supporting documentation for financial reporting and annual audit requirements.

4. Resident Trust Accounts

- Administer individual resident trust accounts, including deposits, withdrawals, payments, distributions, and petty cash.
- Maintain accurate records, supporting documentation, and appropriate authorizations for all transactions.
- Reconcile resident trust accounts and related bank balances, safeguard resident funds, and assist with account settlements upon discharge or death.

5. General Administrative Support

- Coordinate resident financial assessment information, annual tax documentation, and off-site tax preparation services, ensuring appropriate authorizations and confidentiality.
- Coordinate periodic off-site records storage and retrieval, receive and distribute mail, and participate in new resident and family orientations.
- Provide general accounting and administrative support to the Finance and Administration team and perform other related duties as assigned.

PROFESSIONAL EXPECTATIONS:

The Accounts Officer is expected to maintain a high standard of integrity, professionalism, accuracy, and confidentiality; safeguard resident and organizational financial information; follow established financial policies and internal controls; demonstrate a resident-centred approach; and maintain current knowledge of relevant accounting practices, technology, and regulatory requirements.

GENERAL: This job description outlines the primary duties and responsibilities of the position and is not intended to be exhaustive. Additional related duties may be assigned in accordance with the operational needs of the organization.

SALARY: $26.48–$28.66 per hour, commensurate with experience.

SAINT VINCENT'S DIVERSITY STATEMENT:
We encourage qualified candidates from Aboriginal persons, women, racially visible minorities/newcomers to Canada, persons with disabilities, and members of the 2SLGBTQ+ community to self-identify by writing in the cover letter attached to the resume. Saint Vincent's is committed to building, promoting, and embracing an inclusive and anti-racism environment to provide equal opportunity to all our residents, family, employees, vendors, volunteers, and future employees. Our core belief is that every voice matters and everyone can thrive regardless of race, age, gender, sexual orientation, faith and belief, or disability. We are doing our best to eliminate systemic barriers and reform societal bias. We strive to be an agent of change to achieve a welcoming culture where everyone feels safe, comfortable, respected, and valued. We take responsibility to implement fair treatment within our organization when it comes to our hiring process, employee retention, benefits and even extending our equality of service to our residents.

HOW TO APPLY
Quoting competition number **CD-001** apply in writing to hr@svnh.ca. We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please be aware that Saint Vincent's Nursing Home is a pet-friendly environment.