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## Position Summary

**Position Title:** Administrative Coordinator

**Reports to:** Executive Director

**NOC Code:** 1221

**Revision Date:** March 2021

### **Summary:**

The Administrative Coordinator provides a wide variety of advanced project coordination, administrative direction and financial support including preparation of budgets, reports, reconciliations, remittances. The incumbent is also responsible for information technology, equipment and facilities and assists with decision making and problem resolution.

### **Key Objectives:**

1. Utilising advanced payroll management skills, complete payroll system management and oversight.
2. Perform a wide variety of bookkeeping and accounting functions including accounts payable, accounts receivable, and payroll.
3. Assist the Financial Consultant in the analysis of financial data and preparing reports.
4. Manage employee benefits including extended health care benefit plans and pension plans.
5. Monitor project expenditures, conduct various analyses and prepares various reports; advise management of adverse trends or unusual conditions.

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Administrative Coordinator

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Employee Initials

6. Oversee the administrative operations of the CHC including office administration, file maintenance and health and safety and property management.
7. Oversee the operations of the CHC pertaining to property management, acting as liaison with the landlord, property maintenance and managing cleaners.
8. Assist in the development of the budget by collecting data for input, research cost figures through a thorough procurement process and present findings.
9. Monitor and coordinate projects according to deadlines and within budget, including coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan.
10. Provide assistance and solutions to address information technology issues. Assess technology needs and priorities liaise with IT partners.
11. Perform administrative duties including a wide variety of general clerical work.
12. Manage supplies including office, medical and others as needed within the Community Health Centre.
13. Perform other duties as requested.
14. Meet company standards pertaining to quantity and quality of work performed on an ongoing basis, performing all work related tasks in compliance with Ministry and CHC policies, procedures, legislation, regulation and directions, and identify non-compliance for resolution.
15. Participate and comply with all health and safety processes and initiatives to ensure Quest CHC remains a safe workplace.

**Qualifications:**

Education

- Successful completion of post-secondary education in Accounting.

Experience

- 2 to 4 years of related experience.

## Skills and Abilities

- Ability to communicate effectively in English, both in writing and orally.
- Ability to problem-solve and apply sound judgment.
- Advanced Computer skills with proficiency in MS Word, Excel, project management and financial software.
- Knowledge of principles, methods, practices and legislation related to accounting, project management, information technology and office administration.
- Ability to perform in an environment with frequent interruptions and short deadlines.
- Ability to communicate effectively orally and in writing and the ability to deliver presentations.
- Highly motivated, flexible and well organized.
- Willingness to continuously upgrade skills and remain professionally current.

## Conditions of Employment

- Enhanced Police Reference Check is required.
- Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCI).
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronics Document Act (PIPEDA).
- Willingness to continuously upgrade skills and remain professionally current.
- This position may include moving or lifting objects of up to 25 lbs

## Physical Demands

The position requires sitting at a desk requiring sufficient mobility to allow sitting, standing and twisting from a seated position to reach office equipment. Movement from front desk to offices and operatories, occasionally lifting 10-20 pounds may be required.

Speech and listening are critical aspects of the role to effectively communicate with the clients and colleagues, to give and receive information and to establish general rapport to relieve anxiety.

## Working Conditions

The duties of this position are performed primarily in a health care setting, and occasionally in an office setting. This includes work in a clinic environment as part of a team coordinating care for a population of patients.

The employee must be able to work varying work schedules, including evenings, and

In multiple work locations.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_