

Job Description

Job Title:	Finance Coordinator
Department:	Campus Wellness
Reports To:	Operations Supervisor
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	August 2019

Primary Purpose

The Campus Wellness Administration team serves the University of Waterloo community by supporting Health Services and Counselling Services with effective, collaborative, client-focused administrative service. The Finance Coordinator is accountable to the Operations Supervisor to ensure the effective and efficient day to day financial operations of all Campus Wellness venues. This individual is accountable for all financial matters related to Campus Wellness.

Key Accountabilities

Medical Financial Accounting

- Responsible for processing OHIP remittances (\$80-\$100K/month), adhering to requirements for relevant regulatory bodies
- Investigate and respond to Ministry of Health directives and changes as they affect billing/rejections
- Daily invoicing to OHIP for physician services provided
- Reconcile OHIP billing with electronic health records (EHR) system
- Manage physicians' remuneration systems, including fee-for-service billings (approx. \$2 million per year) and direct payments to physicians from clients
- Billing directly and reconciling payments for non-OHIP billing/third party organizations for immunizations, birth control

Accounts Receivable

- Administer all incoming payments related to all areas of Campus Wellness
- Collections for unpaid physician (independent contractors) overhead charges
- Reconcile all incoming cash and payments for direct billings (about \$150K/year)

Accounts Payable

- Administer all outgoing payments related to all areas of Campus Wellness
- Match supplier invoices to packing slips, where required
- Code incoming invoices for ongoing daily operations in finance system, including checking budgets and allocating to correct accounts
- Reconcile statement of accounts from suppliers

Other

- Provides advice, training and direction on client info system to support staff and new employees
- Collaboration with Campus Wellness Operations staff to troubleshoot difficult/challenging situations with students/clients on regular basis
- Other duties as assigned

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**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education <ul style="list-style-type: none">• Health / business administration degree, certificate or diploma, or equivalent experience
Experience <ul style="list-style-type: none">• 3+ years of business experience in healthcare setting (preferably in post-secondary)
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excel – extensive knowledge• Electronic health records system (Accuro preferred) – extensive knowledge• Financial services system (Unit 4 preferred) – working knowledge• SharePoint – working knowledge• MS Word, PowerPoint – working knowledge• Demonstrated ability to prioritize and manage high-volume assignments accurately and efficiently with keen attention to detail• Strong interpersonal skills to communicate with all administrative and clinical staff in Campus Wellness• Attention to detail and the ability to perform in a fast-paced and varied environment• Ability to manage difficult people• Ability to make time sensitive judgement calls• Comprehensive understanding of the health records system and the health care environment in a clinical setting: e.g. OHIP codes UHIP codes, Ministry of Health regulations• Extensive knowledge of multiple insurances companies and their software platforms

Nature and Scope

- **Contacts:** Works in close collaboration with members of Wellness Operations Team; Clinical staff (e.g. mental health clinicians, physicians, psychiatrists); Financial Services, Student Care. External Contacts include: Non-OHIP/third party billing organizations, Ministry of Health and Ontario Medical Association.
- **Level of Responsibility:** Must apply knowledge of University policies/procedures and business/accounting processes while ensuring all financial activities are conducted in a manner satisfactory to all relevant regulatory bodies (e.g. Ministry of Health, Ontario Medical Association). Issues must be addressed such as compliance and resolve discrepancies with internal and external client groups.
- **Decision-Making Authority:** The Finance Coordinator, in collaboration with Operations Supervisor, has final decision-making authority for all items outlined above.
- **Physical and Sensory Demands:** Possibility for multiple interruptions and competing priorities on daily basis. Extensive computer work required.
- **Working Environment:** High-volume environment with normal stress and pressure associated with this level of position; located in comfortable indoor area. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions.