

PCN Central Office - Finance & HR Clerk Medicine Hat, AB

1.0 FTE (approximately 38.75 hours per week)

Location	Medicine Hat, AB – PCN Central Office
Position	<p>The Palliser Primary Care Network is currently seeking a detail-oriented Finance and HR Clerk to join our team. This dual-role position is essential for providing comprehensive financial and human resource support.</p> <p>This position is based in our central office and encompasses a range of responsibilities aimed at ensuring efficient financial management and effective human resource processes.</p> <p>The PCN offers a competitive salary, excellent hours of work, paid vacation and personal days, RRSP contribution and a health flex spending account.</p>
Reports To	Primary Care Network Executive Assistant
Education	<ul style="list-style-type: none">• Grade XII Diploma or Canadian equivalent required.• Post-secondary business or human resources diploma is preferred.
Experience	Minimum of 5 years of experience in bookkeeping/finance preferred.
Skills	<p>The ideal candidate for the Finance & HR Clerk position will possess the ability to build rapport and establish friendly relations to facilitate effective collaboration. Key skills include prioritization and multitasking, with the capability to manage multiple projects and meet deadlines.</p> <p>The candidate should be able to work independently with minimal supervision, demonstrating initiative and sound judgment, while also being adaptable to handle emergent issues swiftly. Effective communication skills, both verbal and written, are essential, along with proficiency in accessing and utilizing Microsoft Office products. This combination of skills will contribute to a supportive and efficient work environment within the PCN.</p>
Application	<p>Please send resume and cover letter to the attention of:</p> <p>Hiring Manager Palliser Primary Care Network Suite 104 – 140 Maple Ave SE, Medicine Hat, AB T1A 8C1 Tel: 403.580.3825 Fax: 403.580.3825 Email: careers@palliserpcn.ca</p>

Only those applicants selected for an interview will be contacted. All others are thanked in advance for their interest.

Job Description

(A) Position Identification:

Title: Primary Care Network Finance and HR Clerk
Supervisor: Primary Care Network Executive Assistant

(B) Position Summary:

The Finance and HR Clerk's primary function is to provide financial and human resource support to the PCN. Financial duties include responsibility for the completion of monthly payroll, bi-weekly accounts payable, and preparation of monthly and annual year end reports, GST returns, and T4As. Human resource duties including drafting of contracts and other employment related documents, assisting with recruitment processes, maintenance of employee files, and professional certifications

(C) Primary Responsibilities:

1. Human Resource Duties

30%

- Maintains successful PCN recruitment by contributing innovative and creative talent acquisition strategies.
- Supports the Patient's Medical Home Optimization Director with recruitment processes (posting, package preparation, scheduling, reference checks)
- Processes employee staffing changes including new hires, transfers, FTE adjustments, and terminations while ensuring accurate documentation and system updates.
- Coordinates/plans onboarding schedules and orientation activities for new staff to support a positive, organized onboarding experience.
- Assists PCN Executive Director with the development and maintenance of job descriptions ensuring consistency in the remuneration system.

2. Finance Duties

30%

- Monthly Payroll, extra payroll runs, annual T4's and T4A summary
- Semi-annual GST returns
- Bi-weekly Accounts Payable.
- Annual review & preparation of timesheets
- Month End Reports.
- Bank deposits.
- Responds to daily financial and payroll inquiries.
- Annual audit.
- Year End.

3. Communication Duties

10%

- Handles private and confidential information.

4. Administrative Support to the PCN Central Office Team

25%

- Ensures integrity of data provided for analysis.
- Provides limited assistance with preparation of documents including proofing/editing; Excel spreadsheets, report templates.
- Distributes communications materials internally and externally (packaging, mailing, etc.).
- Provides clerical support.
- Performs electronic and paper filing of materials.
- Maintains accurate electronic and paper records, including HR and financial documentation, in accordance with organizational retention and disposition practices.
- Maintains appropriate contact lists.
- Types/completes data entry on a variety of correspondence/reports, ensuring accuracy of content and efficiency of presentation.
- Develops and maintains databases and spreadsheets / prepares reports as appropriate.
- Supports the business plan and annual and quarterly reporting process by compiling statistics, gathering information and drafting reports.
- Anticipates issues, initiates problem solving, and brings issues to Executive Director's attention with the appropriate background information.
- Manages / prioritizes multiple projects accommodating time sensitive requirements / deadlines.

5. Performs Other Related Duties

5%

- Identifies and implements changes and modifications to existing work processes that improve efficiency and effectiveness.
- Assists in planning and organizing projects as assigned by the PCN Executive Director.
- Performs other related duties as directed by the PCN Central Office team.
- Maintains a safe and orderly work environment.

(D) Complexity and Independent Judgment:

- Advanced Duties with a high degree of independence. Broad nature of contact with PCN employees, physicians, various health agencies in Alberta, community not-for-profit organizations, and members of the general public.
- The job requires that changes be recommended to established methods / procedures. Work involves a choice of methods or procedures and is subject to unexpected changes. Initiative must be taken in resolving problems.
- The position is expected to provide expertise and deal with a variety of issues with a high degree of customer service on a daily basis. The position is also required to provide information on workforce planning and recruitment issues.

(E) Accountability/Consequence of Error:

- Ensures work assignments are complete in an accurate timely manner by setting priorities in the face of multiple demands and coordinates with others to get the job done.
- Demonstrates the ability to remain professional and cooperative in all working conditions.
- Strives for optimal personal health and well-being.
- Takes responsibility for own actions and decisions.

Consequences of Error

- This position makes independent decisions and communicates those decisions to the PCN Executive Director. Consequences of error could range from doing extra work to correct the error to discrediting the reputation of the Executive Director and/or the Primary Care Network.
- The consequence of inaccuracies, delay of information, inattention to detail, follow-through and misinterpretation can result in legal action, budget implications, loss of goodwill, human rights complaints, loss of qualified candidates and recruitment opportunities and/or administrative delay.

(F) Supervision:

Supervised by: Primary Care Network Executive Assistant

(G) Regular Work Contacts:

- Communicates verbally or in documentation with PCN Executive Director, PCN Employees, Physicians and various Health agencies within Alberta.
- Other Alberta Health Services staff, programs departments and services.

(H) Working Conditions:

Standard office working environment including sitting at a desk, keyboarding, light lifting, walking short distances, climate controlled.

(I) Qualifications/Specifications:

Formal Education

- Grade XII Diploma or Canadian equivalent required.
- Post-secondary business or human resources diploma is preferred.

Experience

- Minimum of 5 years of experience in bookkeeping/finance preferred.

Knowledge, Skills, Abilities

- Demonstrates understanding of the PCN culture of service excellence and actively promotes it through every action taken, and every decision made. Supports a culture that fosters high standards of professionalism and teamwork. Is united in the PCN collective purpose.
- The ability to work effectively with others to build rapport to create a common ground through networking and establishing friendly relations with others.
- Ability to prioritize work and handle multiple projects within time lines.
- Ability to work independently, accurately, efficiently with minimal supervision / direction demonstrating self-initiative, flexibility and good judgment.
- Ability to handle emergent and quick response items appropriately.
- Ability to communicate effectively both verbally and in writing.
- Ability to access and proficiently use Microsoft Office Products.

Other

- Must have a recent (within the past three months) criminal record check/police information check (including vulnerable sector search) prior to the first day of hire.
- Must have valid Class 5 license and vehicle in good working condition

(J) Probationary Period:

- Six months