



BRAMPTON EAST MEDICAL GROUP

Job Title: FHO Executive Office Manager

1 Full Time Permanent Position

Reports To: FHO Lead Physician

Central Brampton Family Health Organization is looking to recruit an office Executive Manager who works in collaboration with the Central Brampton Family Health Team (FHT) to oversee the daily clinic operations of the Central Brampton Family Health Organization (FHO). This individual will also be responsible for the financial operation of the CBFHO. This position requires a motivated and flexible individual with exceptional analytical skills and a commitment to customer service. A keen ability to problem solve and interpret financial indicators is crucial. Experience and knowledge of health care models and Family Health Organization is preferred. The incumbent will be responsible for the following:

Main Responsibilities:

All Book keeping and Accounting including the following:

- Recording of revenues and reconciliation with software and MOHLTC report
- Journal and ledger
- Recording all expenses, and preparation of cheques for payments
- Receiving, and preparing bank deposits
- Calculation of monthly draw amounts and payments
- Preparing monthly bank reconciliations
- Month-end closing, and preparation of all monthly account reconciliations
- Responsible for accounts payable and receivable

Preparation of reports including the following:

- Preparing monthly financial reports to the Board of Directors/MOHLTC
- Budgeting and calculation of actual to budget variances
- Analysis and reporting of Physicians resources in order to maximize clinic revenue

Billing

- Billing in- office and hospital i.e., Emergency department, obstetrics. OR
- Submission and reconciliation of billings
- Correction and re-submission of Error reports
- Acts as liaison between CBFHO and Ministry of Health
- Third-party Billing



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- Process Insurance and Legal requests
- Out of province (process forms, track and process payments)

Payroll

- Bi-weekly payroll using Ceridian Power pay
- Workplace Safety and Insurance Board payment

Other items including the following:

- Assisting in year-end working papers for accountants
- Procurement of office and medical supplies
- Oversee the CBFHO clinic operations including any new initiatives
- HR related duties scheduling, tracking of vacation/sick days, supervision of staff, performance management, provide coaching and feedback, Ensure application of appropriate policies and procedure, work in close consultation with HR Manager
- Support placements of residents
- Responsible for hazardous waste Account
- Participate in the Joint health and Safety Committee representing the FHO
- Oversees and provides in-house support for EMR and office equipment. Act as liaison between the office and EMR provider
- Managing special projects as required
- Liaising with vendors and customers as required
- Working cooperatively with the FHT and all related staff
- Attend meetings and present financial reports as required
- Attend mandatory meetings of various Committee's
- Various other duties as assigned
- Hours of work may vary depending on meetings and Committee meetings, and will adhere to the needs of the organization, and that of the Physicians

Key Qualifications:

- Completion of a college or university accounting program with 3 – 5 years of related, Progressive experience
- Minimum 3-5 years of applicable management and professional experience
- Demonstrated strong management, leadership and motivational skills, including experience to support the variety of staff that work in primary care
- Demonstrated proficiency in quantitative analysis
- Healthcare experience required
- Strong knowledge about Family Health organization (FHO) structure and capitation-based physician practice model



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- Health information privacy training
- Knowledge of Ontario Health Care System
- Demonstrated effective communication and interpersonal skills with all levels of staff including physicians, patient service leaders, sub-contractors, Ministry representatives, and various other internal and external client groups
- Sound organizational and planning skills with the ability to multi-task, and meet conflicting deadlines are essential
- Excellent computer skills
- Proficiency in the use of Microsoft, Excel QuickBooks, Power point
- Prior experience and knowledge of electronic medical record system preferably Oscar
- Commitment to continuous professional development, and team oriented
- Outstanding problem-solving skills, and the ability to take initiative

Interested, qualified candidates should send their current resume and cover letter to Elvira Trichilo, HR Manager, etrichilo@cbfht.ca,

The Central Brampton Family Health Organization (CBFHO) supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal peoples and disabled persons. CBFHO is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please advise our Human Resources Manager. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) and Protection of Privacy Act, 1987.

We thank all applicants for expressing interest in this position; however only those selected for an interview will be contacted.