



## **Ivan Franko Homes**

### **Job Posting**

**Department:** Finance

**Position:** Accounts Receivable Bookkeeper

**Status:** Full-Time

Ivan Franko Homes is seeking an Accounts Receivable Bookkeeper to join our team. Reporting to the Finance Manager, the Accounts Receivable Bookkeeper is responsible for the accurate and timely processing of resident billings, payments, and financial records across both Homes. This role ensures the integrity of financial data related to resident accounts, trust funds, and Ministry reporting requirements. Working closely with internal departments and external partners, the Accounts Receivable Bookkeeper supports the financial operations of the organization through diligent reconciliation, reporting, and compliance with relevant policies and regulations.

#### **Responsibilities:**

- Process new resident admissions for both Homes using Microsoft Great Plains (GP), including the entry and management of monthly billing charges.
- Submit applications for rate reduction to the Ministry of Health and Long-Term Care (MOHLTC) on behalf of eligible residents.
- Enter monthly accommodation charges and payments into Microsoft Great Plains.
- Enter daily miscellaneous billings into Microsoft Great Plains (GP) for both Homes.
- Process and distribute monthly account statements to residents or their POAs.
- Process annual accommodation rate changes.
- Process annual accommodation rate adjustments in accordance with regulatory requirements.
- Oversee resident Trust Accounts.
- Update the Resident Bed Days report monthly for the Long-Term Care Home.
- Prepare annual statements for income tax purposes for both Homes.
- Prepare and submit quarterly reports to the Ministry of Long-Term Care regarding laboratory services for the LTC Home.
- Process daily cash receipts for all accounts at both Homes.
- Prepare and perform bank deposits for both Homes.
- Reconcile bank accounts.
- Enter payroll information in Microsoft Great Plains, as required.
- Ensure that timely payments are made to the appropriate unions as required.
- Other duties as assigned within the scope of skills and related responsibilities.



**Qualifications:**

- Post-secondary education in accounting, finance, or a related field.
- Current vulnerable sector screening.
- Proficient with Microsoft Office Suite, especially Excel.
- Experience with Great Plains (GP) or similar accounting software is preferred.
- Understanding of long-term care home financial operations is an asset.
- Previous experience in accounting and bookkeeping is an asset.
- Strong attention to detail, organizational, and analytical skills.
- Ability to work independently and manage multiple priorities.

**DATE JOB POSTED: May 20, 2025**

**APPLICATION DEADLINE: May 27, 2025**

If you are interested in joining our team, please send your resume and cover letter to  
[olena.tomchuk@ivanfrankohomes.com](mailto:olena.tomchuk@ivanfrankohomes.com)