

**EXTERNAL VACANCY**

DEPARTMENT: FINANCE
POSITION: ONE (1) TEMPORARY FULL TIME FINANCE ACCOUNTING CLERK
SITE: NBRHC – NORTH BAY
HOURS: DAYS
SALARY: \$27.083 (Min.) – \$27.921 (Max.)

Pay rate, benefits and other terms and conditions are as per the CUPE (Local 139) Collective Agreement

Reporting to the Supervisor of Accounting, Financial Services. The Finance Accounting Clerk will perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable and accounts receivable transactions.

QUALIFICATIONS INCLUDE:

- Completion of University/College accounting or relevant 2-year diploma program required
- Demonstrated Two (2) years' of relevant experience working in an Accounts Payable or Receivable department required
- Ability to input data quickly and accurately (10 Key Data Entry 8000 kph/ 95% accuracy) required
- Proficiency with Microsoft Word and Excel required
 - Keyboarding (35 wpm/95% accuracy)
 - MS Excel (Intermediate spreadsheet standard 70%)
- Excellent communication/interpersonal skills, ability to work collaboratively with members of the Finance department, and work well with other departments and managers required
- Demonstrated ability to work independently with minimal supervision required
- Must possess high self-direction/self-motivation; be adaptive to change and work effectively and independently to meet deadlines required
- Two (2) years' Meditech Expanse experience an asset
- Knowledge of MIS/OHRS guidelines an asset
- Good attendance and work record required
- Must demonstrate commitment to ensure their safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- Bilingualism (Advanced level English/French) is required. ***All unilingual candidates are encouraged to apply and may be considered if the identified French requirement has been met or there are no successful bilingual candidates. A formal French test will be conducted to evaluate the proficiency level.***

Interested candidates are asked to submit an application form and/or resume with a copy of this job posting with completed qualification-check (please check off ✓ beside each qualification you hold).

Please forward to: Human Resources internal.postings@nbrhc.on.ca

POSTING No.: CUPE C-22-356

SUCCESSFUL APPLICANT:

DATE POSTED:

DATE SUCCESSFUL POSTED:

THURSDAY, June 30, 2022 AT 1200 HOURS

DATE POSTING EXPIRES:

THURSDAY, July 5, 2022 AT 1200 HOURS

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

NORTH BAY REGIONAL HEALTH CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER