

Services de santé de Chapleau Health Services is currently seeking qualified candidates for the following position:

FULL-TIME GENERAL ACCOUNTING CLERK

\$32.85-\$34.27 per hour

Summary of Position

The General Accounting Clerk reports to the Director of Finance & Corporate Services and undertakes defined accounting duties, maintains accounts receivable, accounts payable, collections, cash receipts, deposits, and general accounting projects as assigned.

Duties and Responsibilities

- Daily posting of customer payments and billings within Services de santé de Chapleau Health Services.
- Distribute patient billing/payables in a timely manner.
- Maintain accounts receivable / payable sub-ledger accounts.
- Is accountable for the preparation, processing and payment of all invoices to ensure timely, accurate payment of hospital invoices, and preparation of reports upon request.
- Develops and implements procedures in collaboration with the Director and Audit team that will ensure all accounting functions are accurately fulfilled.
- Will ensure all transactions (ETFs, cheques) and invoices are signed according to appropriate signing authority requirements.
- Complete monthly bank reconciliation for all accounts.
- Assist with daily, monthly, quarterly and year-end entries, reviews and audit preparation.
- Other general accounting duties when assigned.

Qualifications

- Undergraduate degree or diploma in Accounting
- Excellent communication skills, both written and verbal.
- Self-directed with ability to work independently.
- Computer Skills
- Knowledge of GAAP
- Excellent knowledge of Microsoft Office Systems
- Excellent knowledge of Meditech
- Good knowledge of the use of the internet and e-mail
- Bilingualism preferred

Interested applicants may submit resumes to:

Human Resources
Services de santé de Chapleau Health Services
6 Broomhead Road, P.O. Box 757
Chapleau, Ontario P0M 1K0
Tel: (705) 864-1520 ext.3061, Email: chupleauhr@sschs.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. All applications will be held strictly confidential. Please advise Human Resources if you require accommodation in accordance with the Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate.

