

ACCOUNTING CLERK

DEPARTMENT:	FINANCE (CSS)
REPORTS TO:	Client Service Manager, CSS
STATUS:	PERMANENT FULL TIME
SHIFT:	DAYS
SITE:	HALIBURTON
COMPENSATION:	\$21.770 - \$25.601 / hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	JANUARY 31, 2022

POSITION DESCRIPTION:

The Accounting Clerk is primarily responsible for the efficient handling of accounts payable, accounts receivable, and supporting managers' schedules to ensure employees hours are inputted correctly. In addition to the accounting functions this role is responsible for providing first line customer service to patients, Clients, visitors, and the public. The clerk will be responsible for using the database to gather stats and run full cycle accounts payable and receivables. The Clerk also provides general administrative support to the management team and ensures the smooth running of the Community support services.

QUALIFICATIONS:

- An Accounting diploma or equivalent experience and education.
- Minimum 1 -3 years of general accounting experience including accounts receivables and/or accounts payables.
- Demonstrates computer proficiency and experience with MS Word, Excel, PowerPoint and Publisher, Microsoft Outlook or similar e-mail program, and the Internet.
- Previous experience in a hospital setting or community would be an asset
- Excellent interpersonal, written and verbal communication skills
- Excellent organizational skills
- The ability to work independently or in a group as a team member

SUBMIT APPLICATION AND RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2022-07

DEADLINE:

February 8, 2022 @ 1600 Hrs

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.