

Accounts Clerk

Full Time

Department: Finance

Reports To: Finance Manager

Job Summary:

The Accounting Clerk/Technician is responsible for the processing of the accounts payable and receivable, including but not limited to the billing and collections function, general ledger, internal reporting and assisting in the external reporting.

Qualifications:

- Diploma or Degree in Business Administration or Accounting Minimum 2 years accounting experience preferred
- Proficient spreadsheet and word processing skills
- Computers skills and knowledge such as Microsoft office suite and e-mail systems required
- Working knowledge of Meditech and Virtuo MIS/Medisolution systems an asset
- Good interpersonal skills
- Strong oral and written communication skills
- Good organizational and time management skills

Job Duties:

- Processing and maintenance of Accounts Payable System
- Responsible for preparation and completion of bank deposits
- Reconciling of various accounts to the general ledger
- Reconciliation of daily cash receipts
- Preparation of Month End Journal Entries
- Maintenance of the A/ P system
- Assist Finance Office Manager as needed
- Internal reporting
- Other duties as assigned

Salary:

\$22.46 - \$24.23 per hour

Benefits in accordance with the CUPE Collective Agreement.

Closing Date:

When filled.

Submit Application To:

Human Resources Recruitment

Box 909, Sioux Lookout, On P8T 1B4

(807) 737-3030, Email: careers@slmhc.on.ca, Fax: (807) 737-6263

Competition No.

Competition #FIN 02-19

Please quote on your application.

Visit our website: www.slmhc.on.ca for more information. Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process. SLMHC is an equal opportunity employer and a scent-free facility.



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