

**Exciting
Health Care Finance Assistant
Opportunities Full Time (6 Month Term - Non-Union)**

Qualifications:

Post-secondary degree or diploma in business administration, finance, accounting, or other related field preferred.

Minimum 2 years' experience in finance with a strong working knowledge of accounts receivable and payable functions

Excellent computer skills, with an advanced proficiency with Virtuo MIS/MediSolution and Meditech is an asset

Excellent interpersonal skills and strong oral/written communication skills

Self-motivated with the ability to work in a fast paced, confidential environment

Excellent analytical and problem solving skills

Demonstrated ability to perform multiple tasks accurately and effectively under pressure

Responsibilities:

Manage accounts system in Meditech, including but not limited to invoicing, receiving and processing payments, reconciliation of accounts, health insurance claims submissions and management of financial documentation for long term care admissions.

Prepare data and provide support for contract negotiations.

Provide backup for various accounting and administrative functions

Other administrative duties related to finance as required

Salary: Commensurate with qualifications and experience

Closing Date: When Filled

Submit Application to: Human Resources Recruitment
Box 909
Sioux Lookout, On P8T 1B4
807-737-3030 Ext 4057
Email: careers@slmhc.on.ca
Fax: (807)737-6263

Competition No. FIN 04/18
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