



EMPLOYMENT OPPORTUNITY

Position	Accounting Clerk
Permanent/Term	Full time permanent (1.0 EFT) although open to part time (0.6 EFT) Flexible work schedule
Shifts	Monday to Friday, 7.5 hours per day

Reporting directly to the Director of Finance and Administration, the Accounting Clerk is responsible for accounts receivable, accounts payable, resident trust accounts, preparing and processing journal entries, account reconciliations, petty cash, reception relief and other general duties.

Qualifications:

- ❖ Grade 12 education with post-secondary basic accounting course(s);
- ❖ 2-5 years’ experience processing accounts payable and receivables – preferably in a healthcare environment;
- ❖ Strong Excel and data entry skills, with a focus on attention to detail, accuracy and speed;
- ❖ Excellent communication and customer service skills;
- ❖ Organizational skills, with an ability to prioritize and handle a fast-paced environment;
- ❖ Ability to work with minimal supervision
- ❖ Familiarity with Long Term Care an asset

SCOPE OF RESPONSIBILITY

Person-Centered Work Practices:

In all activities, the Accounting Clerk ensures that services are framed by the resident/tenant perspective. Where possible, the Accounting Clerk develops and implements service practices that meet resident/tenant/family expectations while aligning with financial, banking and auditing standards/requirements. The position includes duties in the following areas: Accounts Receivable, Accounts Payable, Reception support as well as additional Administrative responsibilities.

As a condition of employment, a current Criminal Record Certificate and an Adult Abuse Registry is required within three weeks of hire date.

Applications should be submitted at reception to the attention of Human Resources or emailed to Career@donwoodmanor.org

Closing date: open until filled

June 15, 2021