



## Lennox and Addington County General Hospital

### Finance Summer Student

#### Temporary Part Time, up to 4 months

**Area of Assignment:** Finance

**Basic Function and Scope:**

Under the general direction of the Chief Operating Officer, the Finance Summer Student will assist with day-to-day tasks, including accounts payable, accounts receivable, file management and preparing/entering data into financial spreadsheets, making calls for overdue patient accounts and typing of reminder notices.

This opportunity will allow the successful applicant to gain valuable experience the areas of data entry, research, developing and maintaining financial spreadsheets and financial reporting.

**Hours of Work:** Monday to Friday, Days/Evenings

**Pay Rate:** \$17.30 per hour plus 4% vacation pay

**Qualifications:**

**Education:**

- Current enrollment in a post-secondary degree or certificate program in a Finance related program;
- Reliable transportation;
- Legally eligible to work in Canada.

**Experience:**

- Previous experience working in an office environment.

**Required Skills:**

- Demonstrated high motivation;
- Proficient in the use of Microsoft Word, Microsoft Excel and Microsoft PowerPoint;
- Excellent interpersonal skills with demonstrated ability to communicate effectively, courteously and tactfully;
- Ability to work with minimal supervision;
- Strong organizational skills, ability to work under time restraints and meet deadlines;
- Ability to work independently and work in a team environment;
- Must have previous proven good performance and attendance record.

**Physical Requirements:**

The applicant must be able to meet the physical demands of this position.

**The Lennox and Addington County General Hospital is an equal opportunity employer providing a barrier free workplace supported by the Hospital's Accessibility Plan. Persons with disabilities may request accommodation at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the position. Applicants need to make their requirements known when contacted. If you are interested in applying, please submit your updated resume and cover letter quoting the job posting reference number in the subject line to [hr@lacgh.napanee.on.ca](mailto:hr@lacgh.napanee.on.ca). For a complete list of duties, responsibilities or inquiries please contact Human Resources at the contact information listed below.**

**The Lennox and Addington County General Hospital is a smoke/vape free organization.**

**If you are interested and possess the qualifications listed above, you are invited to apply in writing to:**

**Human Resources, Lennox and Addington County General Hospital,  
8 Richmond Park Drive, Napanee, ON K7R 2Z4.**

**Phone: 613-354-3301 ext. 456**

**Fax: 613-354-0729**

**Email: [hr@lacgh.napanee.on.ca](mailto:hr@lacgh.napanee.on.ca)**

**We thank all applicants, however, only those selected for interviews will be contacted.**