



Job Posting Reference #: C.2024.18

Lennox and Addington County General Hospital S.E.I.U. Local 1 Canada, Office & Clerical Accounting/Information Clerk – Full-Time Vacancy

Area of Assignment: Finance

Basic Functions:

Performs all duties required to maintain all Meditech financial and statistical applications. Also performs duties relevant to statistics, Ontario Health and indicator reporting.

Hours of Work: Monday to Friday (with flexibility to meet the needs of the Hospital).

Pay Rate: Will be in accordance with the Wage Scale of the S.E.I.U. Local 1 Canada, Office & Clerical Collective Agreement, classification of Accounting/Information Clerk.

Qualifications:

Education:

- College graduate in Accounting or Business Administration with a specialty in accounting required.

Experience:

- Recent or related accounting experience within the last two (2) years in a computerized environment;
- Experience supporting end users from an applications standpoint.

Required Skills:

- Full understanding of accounting principles;
- Demonstrated commitment to continuing education;
- Demonstrated skills in the use of MS Office (Word Excel);
- Accuracy in data entry and documentation;
- Excellent interpersonal skills with demonstrated ability to communicate effectively, courteously and tactfully;
- Ability to organize work assignments, deal with frequent interruptions, meet deadlines and work independently;
- Demonstrated ability to problem solve and undertake multiple tasks;
- Ability to 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.

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

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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

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