



Job Posting Reference #: C.2024.22

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

Primary Area of Assignment: Finance

Basic Functions and Scope:

The Accounting Clerk performs all duties relevant to Accounts Receivable. Responsible for all billings to O.H.I.P., W.S.I.B., insurance companies, self, other provinces, etc. on a computerized system. Responsible for account collection and attending to delinquent accounts. Balances sub-ledgers to Accounts Receivable control accounts, monthly. Reconciles and balances various Balance Sheet accounts, on a monthly basis.

Hours of Work: Monday to Friday (with flexibility to meet the need 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 Clerk 1.

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.

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.

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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 by Jan 03, 2025. For a complete list of duties, responsibilities or inquiries please contact Human Resources at 613-354-3301 ext. 456 or at the email address listed above. We are committed to inclusive and accessible employment practices – please notify the above if you require an accommodation to fully participate in the hiring process.

Posting Date: Dec 23, 2024
Expiration Date: Jan 03, 2025