



JOB POSTING

20-02

POSTION: Accounts Payable Clerk, 0.6 FTE

POSTING DATE: January 8, 2020

CLOSING DATE: January 17, 2020

DATE AVAILABLE: Immediately

SHIFT: *To be negotiated*

SALARY: *To be determined, based on experience.*

QUALIFICATIONS:

- Post-secondary diploma in accounting or business, preferred.
- Advanced computer skills.
- Excellent time management skills and the ability to understand and meet deadlines.
- Demonstrated organizational and communication skills.
- Must be able to work with minimal supervision.

RESPONSIBILITIES:

- Processing and coordinating outgoing payments in compliance with financial policies and procedures.
- Performing day to day financial transactions, including verifying, posting, and recording accounts payable data.
- Verifying bank deposits, in coordination with Accounts Receivable.
- Maintaining all accounts payable files and data.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity. Upon request, accommodation for disabilities can be provided in the hiring process to applicants who meet the required qualifications outlined in the job description.

Those interested in the position are requested to apply in writing to:

Pearl Fleming, Manager of Human Resources
jobs@redlakehospital.ca
Red Lake Margaret Cochenour Memorial Hospital
Box 5005 Red Lake Ontario P0V 2M0