



JOB POSTING

26-39

POSTION: Accounts Receivable / Admitting Clerk, Permanent Casual
CLOSING DATE: When filled
DATE AVAILABLE: Immediately
SALARY: \$30.59 to \$31.30/ hour + 18% in lieu of benefits and vacations

QUALIFICATIONS:

1. Post-secondary education in business administration, bookkeeping, or other relevant field
2. Minimum one year experience in office administration, bookkeeping procedures, and accounts receivable processes
3. Experience using a computerized accounting system
4. Experience with Meditech is a strong asset.

RESPONSIBILITIES:

- Prompt and timely invoicing of all charges, on behalf of the Hospital.
 - Ensuring prompt and timely receipt and deposit of all monies collected on behalf of the Hospital. This requires regular communication with patients and / or their representatives.
 - Coordinate and carry out regular month-end and year-end financial processes.
 - Provide reception and information to all patients and visitors
 - Registration of outpatients in the Meditech HIS
- For a full description of the position, please contact the undersigned.

THIS POSITION IS OPEN TO ALL APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity, diversity and inclusion in the workplace. Where needed, accommodation for disabilities will be provided, on request, to support participation in all aspects of the recruitment process.

“Compassionate, quality care – every patient, every time”

This position is being posted in response to existing vacancies at Red Lake Hospital.

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

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

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P.O. Box 5005 / Hwy 105, Red Lake, Ontario P0V 2M0 / Telephone: (807) 727-2231 Fax: (807) 727-2923 www.redlakehospital.ca