



# CAREER OPPORTUNITY

<b>Position:</b>	Full Time Interim Finance Clerk - Accounts Payable <b>#57-2022</b>
<b>Department:</b>	Finance
<b>Commencing:</b>	January 2023
<b>Salary:</b>	\$21.54 to \$28.72 / hour or \$42,009.44 to \$56,012.58 / year
<b>Deadline:</b>	Open until a suitable applicant is found.
<b>Job Description:</b>	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to [human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca) or by fax to: 807-274-2898.

For more information, please contact Human Resources at:  
[human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca)



## JOB DESCRIPTION

<b>POSITION (Title):</b>	Full-Time Interim Finance Clerk - Accounts Payable
<b>DEPARTMENT/SERVICE AREA:</b>	Finance
<b>SITE:</b>	La Verendrye General Hospital
<b>REPORTS TO (Title):</b>	Finance Supervisor

### **Qualifications Required:**

- Grade 12 Secondary School Diploma or equivalent; formal financial education is an asset.
- Minimum 1 year of relevant experience in a finance position.
- Must be willing to perform a variety of repetitive tasks.
- Ability & willingness to learn & use financial & reporting software tools; previous experience an asset.
- Must have the ability to read, clearly speak and legibly write the English language.
- Must be physically capable of performing the essential duties of the position.
- Carry out all work assignments safely and be knowledgeable of and in compliance with relevant regulations, policies, and procedures (i.e., Occupational Health and Safety Act).

### **Attributes:**

- The Accounts Payable Clerk is required to:
  - Work independently with a high degree of accuracy;
  - Be dependable, versatile, highly motivated, competent, cooperative;
  - Show initiative and be a creative thinker;
  - Be innovative, illustrate superior communication skills, maintain strong interpersonal relationships;
  - Possess effective organizational and time management skills; and
  - Possess a high degree of confidentiality, honesty, integrity, and trustworthiness.

### **General Accountabilities:**

- Processes the day-to-day Accounts Payable tasks and duties according to Generally Acceptable Accounting Principles, internal controls and other pre-established guidelines, controls, policies, and procedures, ensuring timelines are adhered to.

### **Specific Accountabilities:**

#### **Accounts Payable:**

- Perform general accounts payable functions (this list is not all inclusive).
- Input authorized and coded invoices for La Verendrye Hospital, Emo & Rainy River Health Centre's, Rainycrest Long Term Care, Non-Profit Housing, Foundation, etc.
- Learn and be able to interpret Ontario Health Reporting Standards (OHRS) expense guidelines.
- Be familiar with HST rules in a hospital, community, and long-term care business environment.
- Assist Finance and Management in troubleshooting Accounts Payable issues.

- Reconcile Vendor Accounts.
- Participate in Cash Counts.
- Participate in Bank Reconciliations by clearing cheques and other bank reconciliation Accounts Payable tasks.
- Collect relevant statistical information.
- Collect mail and distribute invoices to the appropriate department.
- Work effectively with Materials Management department to ensure accurate processing of payments and timely P.O./Invoice matching.
- Date stamp and highlight all purchase orders.
- Audit and review all invoices to ensure that Managers properly code & authorize.
- Regularly follow up on overdue invoices.
- Reconcile accounts payables monthly.
- Ensure all documents are filed according to departmental requirements.
- Perform cheque run each Thursday (exceptions may be required from time to time) and ad hoc cheque runs when required.
- Make daily deposits to bank.
- Perform other duties as may from time to time be assigned.

### **Conditions of Employment**

- Human Resource Policies
- Corporate Policies
- Department Policies