



As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities. With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation social work and telemedicine. For more information about Geraldton District Hospital, visit www.geraldtondh.com

Accounting Clerk – Accounts Payable Permanent Full Time

Geraldton District Hospital is seeking an Accounting Clerk – Accounts Payable to join our Financial Services team. The responsibilities of this position will include, but are not limited to, assisting with the day-to-day operations of the Financial Services Department, general accounting duties the preparation and maintenance of accounts payable, and other duties as assigned. The successful applicant will also provide relief for the accounts receivable position as required.

Qualifications:

- Secondary School Diploma
- Post-Secondary Accounting Certificate or equivalent current experience
- Demonstrated proficiency of basic accounting concepts and principles
- Experience in health care accounting would be an asset
- Aptitude for current computer software applications, with knowledge of Excel applications and demonstrable proficiency in Microsoft Office, Windows and Outlook
- Knowledge of Microsoft Dynamics GP, Meditech and EDT software applications would be an asset
- Excellent communication, organizational and interpersonal skills
- Initiative in managing multiple priorities
- Ability to work independently with minimal supervision
- Ability to communicate in both official languages would be an asset

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.

If you interested in combining a fulfilling lifestyle with a challenging opportunity, please submit your application and resume in confidence, by email, to:

hr@geraldtondh.com