



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 Permanent – Part Time

Geraldton District Hospital is seeking an enthusiastic, organized and self-motivated individual to assist in the day-to-day operations of the Financial Services Department. This position is under the UNIFOR Clerical Collective Agreement.

Duties Include:

- Assisting with the day-to-day operations of the Financial Services Department
- General accounting duties
- Preparation and maintenance of accounts payable
- Provide relief for the accounts receivable position as required
- Other duties as assigned

Qualifications:

- Minimum of Secondary School Diploma
- Community College Accounting Certificate or equivalent current experience
- Demonstrated proficiency of basic accounting concepts and principles
- Experience in health care accounting is 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 is an asset
- Excellent communication, interpersonal and organizational skills
- Initiative in managing multiple priorities
- Ability to work independently with minimal supervision
- Must be physically able to perform the essential duties of the position
- Ability to communicate in both official languages is an asset

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

Please submit your application and resume in confidence, by email, to hr@geraldtondh.com