

**ACCOUNTS PAYABLE GENERAL LEDGER ACCOUNTANT**

**BARGAINING UNIT:** UNIFOR

**SALARY:** As per Collective Agreement

**START DATE:** ASAP

**WORK STATUS:** Temp Full Time  
(pending return of incumbent)

**POSTING DATE:** Jun 2, 2021

**CLOSING DATE:** Jun 11, 2021

Nipigon Hospital is committed to delivering health care in a manner that is consistent with our Philosophy that *“patients, residents and their families are at the centre of everything we do.”* Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

Reporting to the Manager of Finance you will be responsible for confidential accounting, analytics, system maintenance and processing related to the corporate and affiliate general ledgers and subsystem interfaces. You play a major role in internal control by the timely completion of complex bank and other account reconciliation and analysis. You will also be responsible for coordinating departmental level operational and capital variance reports, preparing cash flow projections, resolving technical or processing computer errors, the preparation of annual Broader Public Sector consolidation submission to the Ministry as well as annual Charity returns and monthly HST returns to the Canada Revenue Agency. The successful applicant will also prepare any required journal entries required as a result of various analysis and reconciliations completed. You will also prepare specialized and ad hoc financial and statistical reports as requested by Management and respond to inquiries from staff and other partners in an approachable and friendly manner. With speed, accuracy, attention to detail, exceptional organizational skills and a focus on the overall objectives you meet deadlines with minimal supervision and are constantly striving to improve financial systems and processes. Your progression towards financial certification is complemented with extensive current relevant experience and advanced technical skills.

**QUALIFICATIONS:**

- Post secondary education in accounting; (university degree or minimum two year college diploma)
- Working towards their Chartered Professional Accountant (CPA) designation is preferred, with preference for an individual already successfully conferred this designation
- Minimum 3 years relevant experience in accounting and office procedures in a health care setting
- Advanced technical skills, proven speed and accuracy in data entry
- Advanced skills in Microsoft Office applications
- Quality oriented and high attention to detail
- Effective communication, problem solving, time management, and team working skills
- Must be able to work with other disciplines

**Nipigon Hospital strives to ensure the safety and security of its patients, residents, visitors, employees and assets financial and otherwise. As one tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a satisfactory Vulnerable Sector Check to ensure the absence of relevant criminal convictions.**

**SUBMIT APPLICATION TO:**

Lauren Haskell, Chief Financial Officer  
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road  
Nipigon, ON P0T 2J0  
Email – [lhaskell@ndmh.ca](mailto:lhaskell@ndmh.ca)

We thank all applicants; however only those selected for an interview will be contacted.  
Nipigon District Memorial Hospital is an equal opportunity employer. Upon request, we are prepared to provide accessibility accommodation