



The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.

ACCOUNTS PAYABLE / GENERAL LEDGER ACCOUNTANT

Posting Number: 2025-38

Posting Date: Oct 24, 2025

Closing Date: Open Until Filled

Work Status: Permanent Full Time,
Day Shift, Monday to Friday

Bargaining Unit: Unifor

Rate of Pay: as per Collective
Agreement

Start Date: Asap

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 Chief Financial Officer 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, 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 & Experience

- Minimum post-secondary education in Accounting, Business-Administration or related discipline is required.
- Minimum 2-3 years of clerical and accounting experience as well as experience with computerized accounting systems is an asset.
- Excellent organizational skills for task completion and prioritization with minimal supervision.
- Strong technical skills, proven speed and accuracy in Microsoft Office, keyboarding, data entry, calculation and functions.
- Excellent analytical, problem solving skills and attention to detail.

Benefits

- Dental care, vision care, extended health care
- Pension
- Employee & Family Assistance Program

SUBMIT APPLICATION TO:

Casey Clearwater, HR Generalist
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road Nipigon, ON P0T 2J0
Email – careers@ndmh.ca

Nipigon Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.