

JOB POSTING #2024/027

POSITION:

Accountant – Finance Services - Management/Non-Union

HOURS OF WORK:

Permanent – Full-Time – 35 Hours Per Week (1.00 FTE)

EFFECTIVE:

As Soon As Possible

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

New Position

POSITION SUMMARY:

Reporting to the Executive Director, Finance, the Accountant is responsible for implementing and administering all financial matters pertaining to the Health Unit in a way that is consistent with the mission, vision, values, objectives, policies and standards of the Board of Health. This includes but is not limited to preparing external and internal financial statements, year-end final settlements, cash flow forecasts, accounts receivable, and month-end bank reconciliations. The incumbent will assist the Executive Director, Finance with budget matters, setting up new government requirements and information technology issues related to Finance.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Three-year diploma/degree in accounting
- Designation as a Chartered Professional Accountant (CPA) in Ontario
- Minimum of five years accounting experience in a public sector setting
- Knowledge of accounting concepts and principles acquired through formal accounting training
- Knowledge of Ministry requirements and financial policies
- Knowledge of applicable privacy practices and laws
- Demonstrated skills and knowledge to operate a PC and work efficiently and effectively with various software packages (e.g., Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams), SharePoint, Adobe Acrobat, and accounting packages such as Microsoft Dynamics 365). **Please Note:** Formal proficiency test will be done to evaluate proficiency level in Microsoft Excel
- Excellent verbal and written communication skills

- Possess excellent organizational, problem-solving and interpersonal communication skills
- Excellent mathematical and analytical skills
- Self-motivated and able to complete assigned duties with minimal supervision
- Committed to providing exceptional customer service
- Shows discretion and appropriately handles confidential information
- Keen attention to detail and ability to recognize errors and inconsistencies with a high level of accuracy
- Ability to set priorities, work under pressure, complete work, meet deadlines
- Ability to function independently and/or in a team environment
- Ability to support and project values compatible with the organization and the profession
- Self-motivated and able to complete assigned duties with minimal supervision
- Demonstrated commitment to continuous learning and quality improvement
- Demonstrated reliability and the ability to work flex hours as required

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

HOURLY RATE:

Minimum \$42.65 to Maximum \$50.17 (Pay Band 5)

CLOSING DATE:

Friday, July 5, 2024 at 4:00 p.m.

APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

**Wendy Moore, Human Resources Coordinator
Attention: Job Posting #2024/027**

**North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or
Email: human.resources@healthunit.ca**

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact Wendy Moore at wendy.moore@healthunit.ca for confirmation.

Once posting is closed, please refer to website for status of job posting.

The Health Unit is an Equal Opportunity Employer

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📠 705-474-8252

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