

JOB POSTING #2023/035

POSITION:

Accounts Payable Clerk – Finance - OPSEU

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:

Vacant Position

POSITION SUMMARY:

Reporting to the Executive Director, Finance the Accounts Payable Clerk maintains accuracy and compliance with established accounting standards and procedures and provides service that is consistent with the mission, vision, values, objectives, policies and standards of the Board of Health. The Accounts Payable Clerk responsibilities include information verification and analysis, account reconciliation, reviews and posts expenditures, purchases, enters, verifies, and reconciles transactions such as accounts payable and receivable, purchase orders, cheques, electronic payments, invoices, cheque requisitions, petty cash, and bank statements according to established procedures.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Two-year diploma from community college in Business Accounting or an equivalent combination of education and experience
- Minimum of three years recent related experience
- Knowledge of accepted accounting rules, and practices
- Knowledge and understanding of filing systems, accounting databases
- 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 interpersonal skills
- Excellent verbal and written communication skills
- Demonstrated skills and accuracy in keyboarding and use of a calculator
- Possess excellent organizational, problem-solving and interpersonal communication skills

- Committed to providing exceptional customer service
- Shows discretion and appropriately handles confidential information
- Excellent mathematical and analytical skills
- Keen attention to detail and ability to recognize errors and inconsistencies
- Ability to set priorities, complete work, meet deadlines
- Ability to work under pressure
- Ability to function independently and/or in a team environment
- Ability to support and project values compatible with the organization
- 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
- Requires a valid “G” or “G2” Ontario Driver’s Licence and access to a reliable vehicle

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 \$29.88 to Maximum \$33.63 (Pay Band 7) * Please note, the maximum level you can start at is at Level 4 (\$32.63)

CLOSING DATE:

Monday, October 30, 2023 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 #2023/035

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.

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📠 705-474-8252

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