

WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

Job Posting Number	2021-91	Date	Oct.8 th , 2021
Department	Business Office	Status	Full-Time
Position	Finance Clerk	Union	Non-Union
Rate of Pay	\$25.41 - \$26.78		
Shifts	5 Days a week Monday - Friday		

OPPORTUNITY

Are you passionate about supporting the best patient centered care? Does working in a small rural hospital and supporting the provision of vital health care to the surrounding community appeal to you? West Haldimand General Hospital is located in the beautiful town of Hagersville, and is a scenic half hour drive to Simcoe, Brantford and Hamilton. If working to make a difference for patients appeals to you, then we would like to hear from you. We currently have a vacancy for a full-time Finance Clerk in our Business Office. The Finance Clerk supports the Hospital through accounts receivable and purchasing functions as outlined below. The Finance Clerk works in accordance with our Mission, Vision and Values of Innovation, Compassion, Accountability, Respect and Excellence.

DUTIES

- Maintains and controls the accounts receivable processes and sub ledger through billing, receipting, posting and reconciliation of the accounts receivable trial balance. Responsible for other accounts receivable duties including:
 - Submission and review of a variety of billings, including but not limited to; OHIP, WSIB, ambulance charges, self-pay, out of province and country, and chronic co-payment charges.
 - Preparing bank deposits.
 - Responding to patient and insurance billing related queries.
 - Preparing and sending invoices in a timely manner.
- Responsible for assisting the management team with purchasing through implementing and maintaining an online PO system.
- Provide financial reports for special projects and audits.
- As a member of the Finance Team, works collaboratively with other members of the department to ensure the efficient operation of the Business Office.

POSITION REQUIREMENTS

- College diploma with a specialization in Accounting, or a minimum of two years of recent Accounts Receivable and/or Purchasing experience; Hospital/healthcare experience is an asset.
- Working knowledge of accounting – including principles and best practice, bookkeeping;
- Advanced proficiency skills in Windows based systems (Word, Excel, Outlook); Knowledge of Meditech an asset;
- Strong organizational, interpersonal, problem solving, time management and communication skills.
- Ability to maintain strict confidentiality.

- Ability to work independently as a part of a team.
- Demonstrates the following competencies: service focus; achievement; communication; teamwork; conflict resolution; learning & innovation and resilience.

Internal Posting Deadline	October 14 th , 2021
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External Posting Deadline	This position will be posted until it is filled. We invite you to apply today.
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Current resumes must be submitted to Human Resources at: hrrecruit@whgh.ca
Please include the position in the subject heading.

In order to ensure equal opportunities during the recruitment and selection process, West Haldimand General Hospital provides accommodations for applicants with disabilities upon request.

West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted.