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## VACANCY POSTING

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<b>Vacancy:</b>	Finance Clerk
<b>Description of Position:</b>	<b>Temporary</b> Full time
<b>Number of Vacancies:</b>	1 Position
<b>Unit:</b>	Finance
<b>Employee Group:</b>	Non-Union Support
<b>Wage Grid:</b>	\$57,965.70 - \$65,204.10
<b>Reference Number:</b>	#26-055 T-FT FIN CLRK

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## ROLES AND RESPONSIBILITIES

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### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

### SUMMARY OF POSITION

The Finance Clerk – Research, reporting to the Corporate Manager – Financial & Procurement Services, is responsible for preparing, verifying, and maintaining financial data for the department.

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## NATURE AND SCOPE OF WORK

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- Numerous month-to-month journal entries relating to Accounts Payable, Accounts Receivable, Payroll and General Ledger
- Anticipate and meet tight deadlines
- Create and maintain various and numerous accounting spreadsheets
- Input and verify data for monthly variance reports
- Balance financial accounts
- Prepare monthly remittances G.S.T, P.S.T, and misc. tax returns as required
- Assist with Audit and Budget preparation
- Maintain a high degree of confidentiality
- Work independently with little supervision
- Work overtime as required
- Collect departmental statistical data and complete monthly hospital statistical reports
- Prepare monthly reconciliation of bank accounts and correct any discrepancies through adjusting entries or advice to bank
- Other duties as required

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## QUALIFICATIONS

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- Graduate of a two-year community college business program majoring in accounting and/or enrolled at the second level in a recognized degree program
- Minimum 3 years' experience in computerized accounting environment
- Post-secondary finance related courses an asset
- Knowledge of finance and accounting principles
- Vast understanding of financial processes
- Understanding of MoH guideline processes
- Computer skills including basic Microsoft Word and Advanced Microsoft Excel
- Ability to perform mentally, rapid and accurate arithmetic computations and to detect and avoid errors in copying and computing figures
- Attention to detail
- Must have knowledge of office machines and equipment
- Possess the ability to make independent decisions when circumstances warrant such action and to remain calm during emergency situations
- Ability to work harmoniously with other personnel and deal tactfully with personnel, patients, visitors and the general public
- Ability to work as a team member
- Ability to work with minimal supervision and exercise problem solving skills
- Good attendance record
- The successful applicant shall observe strict confidentiality of all patients and hospital related information
- Successful candidate will ensure that patients are treated within a safe environment
- All new employees must successfully undergo a Police Check (Vulnerable Sector)

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## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

### ***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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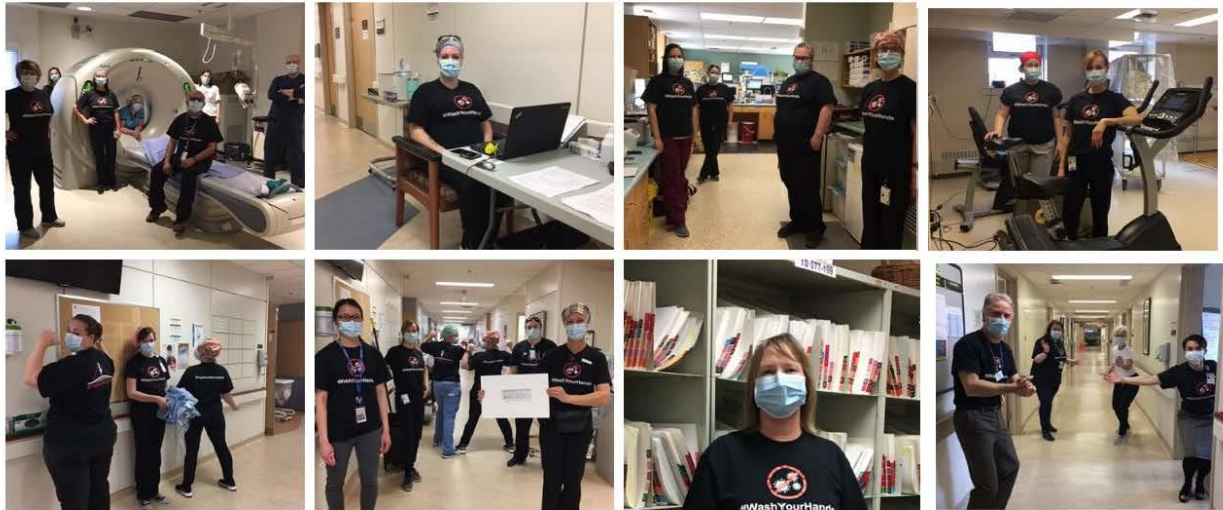
## APPLICATION INFORMATION

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Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

[hresources@wdmh.on.ca](mailto:hresources@wdmh.on.ca)

**At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH. Accommodations are available on request for candidates taking part in all aspects of the selection process.** We appreciate interest from all candidates, however only those selected for an interview will be contacted.



# JOIN OUR TEAM

We are #WDMH Proud!

Winchester District Memorial Hospital (WDMH) has an award-winning reputation for compassionate excellence because we know that exceptional care involves more than good medicine.

- Our high patient satisfaction rates speak to our commitment to compassionate excellence and patient-centred care.
- We have been awarded Exemplary Standing from Accreditation Canada.
- We are One Team – with 1,000 staff, physicians, volunteers, and learners – all dedicated to providing the very best care close to home.
- We have fun! From Commitment Awards to door decorating contests, there is always something happening at WDMH to celebrate our team.
- WDMH provides an inclusive and welcoming place to shine, be recognized and feel valued. There are opportunities to advance and excel in your work and your career. Come join us!

## Get to Know Winchester District Memorial Hospital

WDMH is a rural teaching hospital just south of Ottawa. We care for our local communities from childbirth to seniors' care – and are a hub site for cancer care, dialysis and cataract surgery.

WDMH has a 24/7 Emergency Department and Diagnostic Imaging services, including digital mammography and CT scans. Day surgery and specialty clinics, with visiting specialists from Ottawa hospitals, mean that patients can receive care without travelling to the city. And we are committed to education and research.

For more details, visit [www.wdmh.on.ca](http://www.wdmh.on.ca).

## Get to Know Our Region

- Rural and suburban lifestyle
- Reasonable driving distance to bigger cities like Ottawa, Montreal, and the border to the United States
- Driving distance to St. Lawrence and Rideau water systems
- Lower housing costs with bigger lot sizes and local parks, open spaces and hiking trails
- Smaller schools
- Large variety of rural community and agri-tourism events

For more details, visit [www.northdundas.com](http://www.northdundas.com).

