



VACANCY POSTING

Vacancy: Finance Clerk
Description of Position: **Temporary** Full time
Number of Vacancies: 1 Position
Unit: Finance
Employee Group: Non-Union Support
Wage Grid: \$57,965.70 - \$65,204.10

Date Posted: April 13, 2026
Closing Date & Time: April 20, 2026 at 1700 hours
Reference Number: #26-055 T-FT FIN CLRK

ROLES AND RESPONSIBILITIES

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.

NATURE AND SCOPE OF WORK

- 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

QUALIFICATIONS

- 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)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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.

APPLICATION INFORMATION

Further information is available from **Wilma Fawcett at extension #6168**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at bfancey@wdmh.on.ca. When applying for any posted vacancy it is mandatory that

you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

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.