



General Accountant

Posting ID:	2019-14
Job Type:	Temporary Part-time (June 2019–June 2020)
Open Positions:	1
Posting Date:	April 23, 2019
Closing Date:	May 5, 2019
Union Affiliation:	Non-unionized
Job Reports To:	VP of Support Services & CFO
Salary:	\$ 28.00/hour
Average Weekly Hours:	24.00 to 30.00 hours per week
Shift:	Monday-Friday, 8 am – 4 pm

Position Purpose

Perform a variety of accounting tasks to assist the VP of Support Services and Chief Financial Officer (CFO) in accordance with Generally Accepted Accounting Principles (GAAP) and Hospital policies and procedures.

Essential Qualifications

- College diploma in Accounting
- Practical accounting experience, previous experience in healthcare setting an asset.
- Recent relevant experience in an accounting capacity
- Experience in processing payroll, general ledger entries and reconciliations
- Comprehensive knowledge of computer accounting software systems
- Intermediate computer skills, especially the Microsoft Office Suite
- Strong organizational skills, detail-oriented and ability to prioritize workload
- Excellent analytical and problem solving skills
- Ability to work independently and with minimal supervision
- Excellent interpersonal and communication skills
- Demonstrated discretion and high degree of confidentiality
- Bilingualism (French and English) is preferred.

Key Competencies

Key Competencies required at HGMH are:

Integrity: We create and maintain an atmosphere of reliability, honesty, and confidentiality. We provide care that is both ethical and fair; not varying in quality because of personal characteristics, such as gender, ethnicity, geographic location, and socio-economic status.

Respect: We treat everyone with courtesy, honour, and dignity, accepting and valuing each individual. We provide care that is respectful of and responsive to individual patient preferences, needs, and values, and ensure that patient values guide all clinical decisions.

Quality & Safety: We make a commitment to achieve excellence by providing services in a timely, efficient, safe, and accurate manner through ongoing evaluation for improvement. We diligently maintain high standards by performing our duties safely, with expertise and good judgment.

Compassion: We understand that how health care is delivered is just as important as what health care is delivered, and we commit ourselves to providing compassionate care to our patients and their families.

Working Together: We support each other, our patients, and their families by proactively providing assistance and support. We know that by working together, we can achieve great things.

Note

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. HGMH is an equal opportunity employer. We strongly encourage applications from all genders, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require.

We thank all candidates for applying. We will only contact candidates selected for further consideration. Any information you send us will be handled respectfully and in complete confidence.

Please submit your CV (in English) to recruiting@hgmh.on.ca, referring to the Posting ID in the Subject.