



Business Office/Accounts Receivable Bookkeeper

Posting ID:	2019-18
Job Type:	Regular Part-time
Open Positions:	1
Posting Date:	April 23, 2019
Closing Date:	May 5, 2019
Union Affiliation:	CUPE
Job Reports To:	VP of Support Services & CFO
Salary:	As per the collective agreement
Average Weekly Hours:	Up to 0.6 FTE
Shift:	Days, Evenings, Weekends

Position Purpose

Perform administrative duties relating to reception, including answering and transferring phone calls and answering inquiries from patients and visitors. Complete accounts receivable duties including but not limited to billing and collective. Includes other duties as assigned.

Essential Qualifications

- High school diploma or its equivalent;
- Post-secondary accounting diploma or a mix of post-secondary accounting courses and related working experience;
- Knowledge of Accounts Receivable processes;
- Dependable, resourceful, honest, polite, analytical thinker and be a team player;
- Computer experience with Microsoft Office suite;
- Computer literate in accounting software;
- Knowledge of Meditech, would be an asset;
- Must be fluently bilingual, oral and written (English and French).

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.