



Accounting Clerk

Full Time Term, mid-August 2019 to mid-October 2020

Job Summary:

This position is responsible for preparing, verifying and processing financial documents; auditing and processing employee travel and the accounting entry and verification of financial transactions for accounts. The position will provide primary relief to the Payroll Officer and the Accounts Receivable Clerk during their absence. The position is the primary contact person for both internal and external personnel, in regards to all aspects of accounts payable processes. It is expected that approximately 80% of the time will be spent processing accounts payable and 20% ICORE data processing.

Job Qualifications:

- Knowledge and experience with financial accounting systems software, spreadsheet and word processing applications sufficient to interpret financial reports and maintain accounting records. Experience with the Virtuo accounting system would be an asset
- Understanding of the Financial Administration Act, the Financial Administration Manual and other relevant GNWT Statutes, regulations, policies and procedures
- Ability to pay attention to details to ensure invoices and outpatient forms are coded and calculated accurately
- Tactful verbal and written communication skills in order to effectively deal with vendors, department heads, and other co-workers
- Knowledge and practical application of MIS Standards [aka Guidelines] and general ledger chart of accounts
- Ability to organize and schedule work in order to set priorities and meet deadlines
- Knowledge of Medipatient and ICORE program in order to process physician billings efficiently and accurately
- Experience in payroll processing and procedures

This level of knowledge, skills and abilities are normally obtained through the 1st level of a post-secondary accounting program and 3 years' experience in a computerized financial environment with at least 1 year of experience in a health environment would be an asset

Salary: \$31.16 to \$37.20 per hour (Range 8)
Status: Full Time Term, mid-August 2019 to mid-October 2020
Competition: 010-19
Closing Date: May 21, 2019

Internal

In addition to an attractive salary, we offer a Northern Allowance of approx. \$3.08 per hour up to \$5,999 per year. All job offers are subject to references, a satisfactory Criminal Records Check and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Applicants must submit a resume, quoting Competition number to:

Human Resources
Hay River Health & Social Services Authority
37911 Mackenzie Highway
Hay River, NT X0E 0R6
Fax: 867-874-8345
hrhssa_competitions@gov.nt.ca

*If you would like this information in another official language, contact us at (867) 874-8888
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8888*