

# Join our team!

## Accounts Payable Clerk

We are currently looking for a permanent full-time Accounts Payable Clerk. The successful candidate will be responsible for performing and coordinating all accounts payable functions for three (3) legal entities, including the completion of payments, maintenance of cash flow analysis, and controlling of expenses by receiving, processing and verifying invoices. Reporting directly to the Manager of Finance, the successful candidate is a highly motivated individual who demonstrates superior attention to detail and proven communication skills.

In addition, the successful candidate will foster and support a team environment to ensure the attainment of our organization objectives and will act as a role model for all staff and promote the reputation of the facility in the community. This will be accomplished through active employee involvement, continuous training, and development, and commitment to compliance with policies, procedures, and standards.

The Espanola Regional Hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This position will remain open until filled.

The successful candidate should possess the following:

- Post-Secondary Degree or Diploma in the field of accounting
- Two years of experience in an accounting-related field
- Ability to perform under pressure
- High degree of competency in computerized accounting environments
- High proficiency with spreadsheet-based programs (i.e. Microsoft Excel)
- Bilingualism (French/English) is an asset

### Responsibilities:

- Ensure that disbursements to be paid are all valid, properly authorized, mathematically correct, and properly allocated prior to payment.
- Ensure entry of payables into computer; capitalizing on all discounts where possible.
- Issues cheques on a regular and timely basis.
- Checks vendor statements and investigates problem areas.
- Prepares and posts all required journal entries for Accounts Payable.
- Balance all payables to the General Ledger control account.
- Post all accounts payable transaction to the General Ledger.
- Ensure copy of monthly cheque register is given to the Executive Assistance for the Audit and Finance Board Committee.

### Benefits:

This position offers a competitive compensation package including paid vacation and sick leave, health and dental benefits, life insurance and pension plan. Starting wage is \$25.775 to \$29.010 depending on experience.



To apply, please email your resume outlining your relevant experience to:

[recruitment@esphosp.on.ca](mailto:recruitment@esphosp.on.ca)