



ESPANOLA REGIONAL HOSPITAL AND HEALTH CENTRE

Full-Time Accounts Receivable and Revenue Clerk

We are currently looking for a permanent Full-Time Accounts Receivable and Revenue Clerk. The successful candidate will be responsible for all revenue and accounts receivable functions for the Hospital, Family Health Team, Long-Term Care Facility and Non-Profit Housing. Reporting directly to the Manager of Finance, the successful candidate is a highly motivated individual who demonstrates superior attention to detail, excellent judgement, 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.

Qualified candidates will have a diploma in Accounting or Business Administration, from an accredited college or a combination of equivalent education and experience. Candidates will have two years of previous accounting experience in a computerized environment. In addition, candidates will possess strong interpersonal and organizational skills with the ability to work independently and as part of a collaborative team.

This position offers a competitive compensation package including paid vacation and sick leave, health and dental benefits, life insurance and pension plan. The starting wage for this position is \$26.55 - \$29.88 per hour depending on experience.

Please submit your resume and cover letter, in confidence to:

Human Resources Manager
Espanola Regional Hospital and Health Centre
825 McKinnon Drive
ESPANOLA, ON P5E 1R4
Fax (705) 869-4039
Email: recruitment@esphosp.on.ca

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 accommodation.

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