



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.

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

This competition will remain open until position is filled.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted.