

Join our team!

Full-Time Payroll & Accounting Assistant

We are currently looking for a full-time Payroll and Accounting Assistant to join our team. Under the direction of the Finance Manager, the successful candidate will support the daily operations of the Payroll and Finance departments.

The successful candidate is a highly motivated and organized individual who demonstrates superior attention to detail, excellent judgement, and proven communication skills. In addition, they 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 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 \$26.548 to \$29.880 per hour depending on experience.

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.



espanola
regional hospital
and health centre

Qualifications:

- Community College diploma in Office or Business Administration, Accounting, Payroll or Human Resources, or equivalent combination of experience and education.
- Demonstrated proficiency in computer applications (Microsoft Word & Excel, Staff Right and Staff Stat).
- Experience working in unionized environments is required.
- Good organizational skills.
- Time management skills.
- Excellent communication skills and strong interpersonal skills.
- Minimum of two years experience in a recent related position
- Ability to provide regular attendance
- Bilingualism in French and English is an asset

Duties:

- Assist with annual budgeting process.
- Prepare journal entries and working papers for the Finance and Payroll departments.
- Create, process and completes various payroll and finance reports and surveys.
- Enter accounts payable and accounts receivable invoices.
- Inputs employee data into the payroll system.
- Assist with preparation of T4s.
- Ensure all new hire paperwork is complete.

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

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

recruitment@esphosp.on.ca