CAPE BRETON DISTRICT HEALTH AUTHORITY

DEPARTMENT: FINANCE
SITE: CB REGIONAL
DATE POSTED: 2-MAY-2014

JOB POSTING # 9185 & 9186
UNION: CUPE
DATE CLOSING: 16-MAY-2014

INTERNAL/EXTERNAL JOB POSTING FOR

Accounting Clerk

(TEMPORARY FULL-TIME, Averaging 70 Hours Per Pay Period)

(Up to Twelve (12) Months)

NOTE: Where there are [2] positions of the same F.T.E. (full-time equivalency), they will be posted with [2] competition numbers on the same posting. Employees and external applicants who are interested in all position need only submit one internal/external application citing all numbers.

Classification: CL7

Position summary: Accounting Clerks in Finance will be assigned to work in Accounts Payable or Accounts Receivable but may be assigned to either based on Staffing Needs. Staff in Finance will use SAP, Meditech, and Microsoft office. Representative duties include:

Accounts Receivable:

- Manages and maintains patient/client accounts
- Researches open transactions and reconciles accounts
- Liaise with patients and third party representatives on accounts
- Receives and receipts a variety of payments and other cash and cash-related transactions
- Prepares cash receipts for bank deposit; prepares daily cash reports and balances the cash drawer; reconciles cash, cheques, and credit card receipts
- Bank Reconciliations
- Daily reconciling of interfaces
- Other duties as assigned

Accounts Payable:

- Match, audit, enter and reconcile invoices/expense reports
- Liaise with Materiel Management to reconcile purchase orders
- Process cheque requests and match cheques to invoices
- Communicate and resolve issues with suppliers, staff and vendors
- Process Electronic Funds Transfers and match payments to invoices
- Other related duties as assigned

Job Requirements:

- Graduate of a two (2) year post secondary accounting program and a minimum of one (1) year accounting experience in a computerized environment in the past five (5) years
- Proficient computer skills including MS Windows, spreadsheet applications and willingness to learn new programs
- Ability to work independently, with continual interruptions, while maintaining a high degree of accuracy and attention to detail
- Excellent interpersonal and communication skills with the ability to exercise tact, maintain confidentiality
- Good judgement skills to know when to resolve issues within policy guidelines and when to refer
- Client focused, with the ability to work within a team environment
- Physical ability to perform the duties of the position
- Good attendance and work record

We value diversity in the workplace and strongly encourage applications from all qualified candidates including African Canadians and other members of the visible minority community, Aboriginal peoples, persons with disabilities, and women in non-traditional roles.

Note: Your completed application, qualifications, status and seniority as of the closing date of this competition, and the inclusion of your current resume will be the information on which the decision is based. Applications may be faxed to (902) 567-7224, sent by e-mail to jobapplications@cbdha.nshealth.ca, or mailed but must be received no later than 4:00 p.m. Atlantic Standard Time on the Closing Date.