

The West Elgin Community Health Centre is currently seeking:

Accountant

Full-Time Position

JOIN OUR TEAM



The Accountant is responsible for maintaining accurate and up-to-date financial information and records (manual and automated) and provide related reports to the Centre's management.



West Elgin
Community
Health Centre

ABOUT US:

The West Elgin Community Health Centre is part of a strong network of community health centres across the province. Together, we commit to providing health and social services that are accountable, accessible, efficient and governed by the Community.

Our team provides primary health care, illness prevention and health promotion services as well as a range of community programs to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care. At the West Elgin Community Health Centre, EVERY ONE MATTERS.

QUALIFICATIONS:

- * Community College certificate in fundamental accounting or equivalent.
- * Three to five years automated accounting, payroll and benefits experience, preferable in a community-based, not for profit human service organization.
- * Thorough knowledge of basic accounting principles, practices and audit objectives.
- * Demonstrated strong user-level familiarity with accounting, spreadsheet, word processing and database software.
- * Strong analytical skills and demonstrated ability to work with a high degree of accuracy and little supervision.
- * Effective verbal and written communication skills.
- * Familiarity with Great Plains Accounting and Easy Pay Payroll software is an asset.
- * Familiarity with MIS/OHRS reporting standards preferred.

PRIMARY RESPONSIBILITIES:

- * Full cycle administration of payroll and processing of all benefit remittances.
- * Process accounts payable and accounts receivable.
- * Reconcile accounts, monthly bank reconciliation, bank deposits.
- * Prepare financial statements, including income and expenses, trial balance, and balance sheet for reporting to the Leadership and the Board of the Directors including preliminary analysis and timely follow-up.
- * Maintain the integrity of the General Ledger and related reports and reporting tools.
- * Assist the Management team in budget preparation including maintenance of system budget tools.
- * Monitor expenditures and analysis to ensure conformance to budget.
- * Assist with quarterly reports to Local Health Integration Network (LHIN) funders.
- * Year-end audit preparation.
- * Maintain inventory control, petty cash, order and process supplies as required.
- * Ensure compliance with the Centre's privacy policies.

APPLY TODAY!

Applications accepted until January 12, 2018

Send resume and cover letter to:

Debra Auterhoff, CHRL

dauterhoff@wehc.on.ca

West Elgin Community Health Centre

153 Main Street, West Lorne, ON N0L 2P0

Every
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Matters.

www.wehc.on.ca

The WEHC is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.