

The West Elgin Community Health Centre is currently seeking an:

**Accountant**  
**Full-Time Employment**  
37.5 hours a week

## 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 primarily 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.

[wechc.on.ca](http://wechc.on.ca)

## APPLY TODAY!

**Applications accepted until August 5, 2022**  
**Candidates invited to interview**  
**will be contacted**

Send Resume by mail or e-mail to:  
Debra Auterhoff

[DAuterhoff@wechc.on.ca](mailto:DAuterhoff@wechc.on.ca)

West Elgin Community Health Centre  
153 Main Street, West Lorne, ON N0L 2P0



# JOIN OUR TEAM



Reporting to the Director of Finance and Operations, 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.

## QUALIFICATIONS:

- \* Community College certificate in fundamental accounting or equivalent. Enrollment in, or completion of, CPA program is preferred.
- \* Three to five years automated accounting, payroll and benefits experience, preferable in a community-based, not for profit human service organization.
- \* Thorough knowledge of generally accepted 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 preferred.
- \* Familiarity with MIS/OHRS reporting standards preferred.
- \* Vulnerable sector police check and confirmation of full Covid-19 vaccination required.

## 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, 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 Ontario Health West (OHW) funders.
- \* Year-end audit preparation.
- \* Maintain inventory control, petty cash, order and process supplies as required.
- Ensure compliance with the Centre's privacy policies.

*The Centre is committed to cultivating an inclusive and diverse workplace. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.*