

Finance Clerk Part-time

Almonte General Hospital and Carleton Place & District Memorial Hospital created the Mississippi River Health Alliance (MRHA) in 2016 to formalize their commitment to work together to improve each patient and resident's overall health care experience through a strong, coordinated system of care. Each hospital remains a separate corporation with its own Board of Directors and Foundation. An integrated Senior Team leads the two Hospitals, as well as Fairview Manor and Lanark County Paramedic Service which are operating divisions of AGH. Over 600 caring staff, physicians and midwives provide excellent primary, acute and long-term care to citizens of Lanark County, West Ottawa and Renfrew County.

The Finance Department has an immediate opening for a **Part-Time Finance Clerk**. Reporting to the Integrated Controller, the incumbent is responsible for working with the hospitals accounts receivable/payables team performing billing, payments, collections, month-end, reconciliations and other duties as assigned. Our finance team provides support services to patients, residents, their families and other departments and staff.

Mandatory Qualifications

- Successful completion of an Accounting Diploma and /or Medical Office Administration Diploma or equivalent combination of education and experience in accounts receivable/payables
- One year of related experience in an office environment, preferably in a health care setting

Competencies and Personal Attributes

- Proficient in computers with knowledge of Microsoft Office Suites
- Comprehensive knowledge of Ministry of Health regulations and schedule of benefits
- Knowledge of WSIB reporting, third party insurance, patient, union, appliance, out-of-county, out-of-province and military billing
- Aptitude for financial processes including account reconciliations, month end close procedures, bank deposits and cash management
- Experience monitoring and following up with aged accounts and making collection calls
- Demonstrated ability to plan, set priorities and meet deadlines
- Maintain confidentiality and safeguard personal health and employee information
- Commitment to excellence, focusing on quality care and personal attention, accountability and fiscal responsibility
- Proven interpersonal and communication skills, customer service experience
- Ability to work cooperatively and respectfully within a team environment
- Take initiative in deciphering information and implementing updates
- Must have an aptitude for accuracy and attention to detail
- Ability to make sound judgments and decisions

Qualified candidates are invited to submit their resumes by December 15, 2022 at 4pm to:
Angela McLean, Integrated Human Resources Manager, Recruitment amclean@agh-fvm.com

We thank all candidates who apply; only those selected for an interview will be contacted.

If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.

Please note that according to the AGH/FVM/LCPS/CPDMH Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.