

## JOB POSTING DETAILS

<b>Job Title</b>	Accounts Payable Clerk/Scheduler	<b>Job Type</b>	NA
<b>ES Job ID</b>	3312	<b>Duration</b>	NA
<b>Date Posted</b>	April 8, 2022	<b>Location</b>	Blind River
		<b>Closing Date</b>	April 30, 2022

### Job Overview - Description & Duties

The North Shore Health Network provides rural healthcare for communities along the north shore of Lake Huron - including services in Blind River, Thessalon and Richards Landing. The North Shore Health Network sites have been serving their communities faithfully for many years providing emergency, acute, complex continuing care, long-term care and community support services.

#### The Role:

The Accounts Payable Clerk/Scheduler reports to the Manager of Financial Services and will ensure that all vendors are paid accurately, completely and on time. This role also assists managers with scheduling and scheduling issues. The scheduler will also assist with the construction of clinical and non-clinical employee schedules

#### Responsibilities:

Collect and process all data pertaining to Accounts Payable.

Oversee all facets of Accounts Payable.

Creates and Maintains staffing schedules.

Assists managers with scheduling issues.

Other duties as assigned.

### Required Skills

#### Qualifications:

Experience in a computerized environment.

Competent user of computerized spreadsheet (Excel)

Clear Criminal Record

Able to work well under pressure

Post-secondary education in an accounting program or related experience.

Bilingual - English / French

Previous experience processing accounts payable invoices and staff/board expense claims

Previous experience processing HST remittances.

Experience with various software programs and ability to learn the accounts payable module and staff scheduling software

### Other Requirements

NA

### How to Apply

Interested applicants may submit résumés via email to: [humanresources@nshn.ca](mailto:humanresources@nshn.ca) or by mail to:

Attention: Human Resources

525 Causley Street

Blind River, ON

POR 1B0

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

North Shore Health Network welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in this position. Only candidates selected for an interview will be contacted.