

JOB TITLE: Supervisor, Corporate Services
STATUS: Full Time (1.0 FTE)
NUMBER: CH10-02
DEPT: Corporate Services

As a member of the Corporate Services team the incumbent performs a variety of routine and non-routine accounting functions in the areas of financial reporting, Ministry reporting, accounts receivable, accounts reconciliation and general ledger entries using standard accounting procedures.

PRIMARY FUNCTIONS:

- Supervise staff in the Department including overseeing front office administration.
- Responsible for the quarterly TB submission to the Ministry of Health and Local Health Integration Networks (LHIN).
- Responsible for the distribution of CIHI and OHS updates within the organization, and held accountable for the accuracy of the MIS data.
- Prepare various financial reports for external funding agencies.
- Prepare year-end working papers for external auditor.
- Assist in preparation of annual operating budget.

QUALIFICATIONS:

- Community College Diploma, Accounting.
- Enrollment in 3rd level professional Accounting Program (C.G.A, or C.M.A.)

EXPERIENCE & SKILLS:

- Minimum 2 to 3 years office experience.
- Supervisory Experience.
- Knowledge of general accounting practices.
- Proficient in Microsoft Word, Excel, and Outlook.
- Working knowledge of MS Dynamics GP preferred.
- Experience in healthcare field preferred.

Qualified individuals may apply in writing to:

JOB #: CC10-02
Human Resources
Acclaim Health
Fax: (905) 827-5476

e-mail: humanresources@acclaimhealth.ca

Please note - only those applicants selected for an interview will be contacted.

Acclaim Health is an equal opportunity employer.