



**Hôpital général de Nipissing Ouest**  
**West Nipissing General Hospital**  
725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6  
☎ (705) 753-3110 • 📠 (705) 753-0210

## JOB POSTING – 2021-41

- Position:** PAYROLL / FINANCE CLERK
- Status:** PERMANENT, FULL-TIME
- Department:** FINANCE
- Job Summary:** The Payroll/Finance Clerk performs a broad range of accounting activities, analysis, budgeting, and reporting to support the operations of the Hospital. This position is also responsible for the processing and administration of the payroll functions.
- Qualifications:** Undergraduate degree in Business Administration or related field  
Professional Accounting designation or working towards designation an asset  
Three (3) years of progressive experience in accounting/finance  
Payroll certification or willingness to obtain with two (2) years  
Payroll experience an asset  
Experience working in a healthcare environment an asset
- Competencies:** Advanced computer proficiency (Microsoft Office applications) required  
Understanding of MoHLTC reporting system an asset  
Proven time management and organizational skills  
Demonstrated superior problem solving, data interpretation, and decision-making skills  
Proven effective interpersonal and communication skills  
Proven ability to work with minimal supervision  
Proven ability to work in a team setting
- Personal Suitability:** Demonstrated positive work record and good attendance record  
Ability to meet the physical demands of the job  
Demonstrated commitment to the health and safety of patients, fellow workers, volunteers, students, and visitors  
Up to date immunizations required
- Shift:** Days (37.5 hours per week)
- Language:** Bilingualism (French & English) is an asset
- Salary:** \$28.24 - \$29.67 per hour. This position offers an attractive benefit insurance plan, as well as membership in the Healthcare of Ontario Pension Plan (HOOPP)

**Qualified candidates are invited to submit their cover letter and resume to: [humanresources@wngh.ca](mailto:humanresources@wngh.ca)**

*For the protection of our patients and residents, the hospital requires successful candidates to submit a satisfactory criminal record check (vulnerable sector search) dated within 6 months as a condition of employment. Candidates may be subject to testing.*

Date: June 14, 2021

Mireille Mageau  
Human Resources Manager

***The WNGH is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted. Should you require accommodation in the recruitment process, please contact the Human Resources Office.***

Version française disponible au Bureau des Ressources Humaines