

Grey Bruce Public Health

Working with Grey Bruce communities to protect and promote health.

Accountant / Payroll Clerk Competition #2024-05

Permanent Full Time

The Accountant position will support the entire accounting cycle, including tasks such as preparing internal statements, monthly reconciliation of accounts and month-end close procedures, financial reporting to Ministries and other stakeholders as required, providing back-up coverage to payroll and accounts payable, assisting with budget monitoring and creation, maintaining the time and attendance system, managing contracts and ensuring accurate and timely recording of financial transactions within the framework of a government organization.

Specific Knowledge, Skills & Abilities

- Demonstrated knowledge of Office principles and practices
- Demonstrated collaborative working relationships with management, staff, community partners and clients by establishing and maintaining open communication channels.
- Ability to use tact and discretion in dealing with confidential issues.
- Ability to establish priorities in workload.
- Ability to support organizational change management activities.
- Ability to communicate in a clear and professional manner.
- Specific knowledge of Health Unit communication systems and appropriate computer software; including spreadsheet and database software packages
- Committed to a safe and healthy work environment for both employees and clients.
- Proven ability to work independently with competency and accuracy and as a member of an interdisciplinary team.
- Working knowledge of the Ontario Public Health Standards and protocols
- Demonstrated high level of attention to detail and accuracy while working in a fast-paced environment.
- Experience in budgeting, reporting and financial analysis.
- Working knowledge of general accounting principles

Qualifications:

Education – Training - Experience

- College Diploma in Accounting or Business Administration Field or Bachelor's degree in accounting or finance (preferred)
- Professional accounting designation (preferred).
- Experience with Public Sector Accounting an asset.
- Minimum of three (3) years of relevant work experience in an office environment directly related to accounting, payroll and financial reporting.

A healthier future for all.

101 17th Street East, Owen Sound, Ontario N4K 0A5

www.publichealthgreybruce.on.ca

Other:

- Working hours will vary within a 35-hour paid work week; with possible evening work required.
- Work will be completed in a general office setting.
- A valid Ontario driver's license and access to a reliable vehicle may be required.

The current wage scale for the position of Accountant/Payroll Clerk is \$38.61 to \$45.42 per hour.

Please submit a resume, cover letter, and application form quoting Competition 2024-05 in the subject line to: apply.jobs@publichealthgreybruce.on.ca

Please note that this position will remain posted until filled.

Grey Bruce Public Health is proud to be an equal opportunity employer; valuing and respecting diversity. We encourage applications from qualified members of the four designated groups. We are committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

In accordance with Municipal Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection. We thank you in advance for your interest in the above-noted position. However, please note that only those applicants receiving an interview will be advised of the recruitment outcome.