

South East LHIN



The South East LHIN is one of 14 local entities designed to plan, integrate and fund local health services, including hospitals, community care access centres, community health centres, long-term care homes, mental health and addiction programs and a variety of community support services agencies within specific geographic areas.

The South East LHIN is home to close to 500,000 people. It has a sizeable rural population with 44% of its residents living in communities of fewer than 10,000 people. One-quarter of the South East population resides in Kingston.

Corporate Services Finance Clerk

Reporting to the Director Corporate Services / Controller you will assist with accounts payable, accounts reconciliation, financial tracking, payroll and month-end reporting. You will also assist with the preparation of financial reports for audit review and in other corporate service areas such as procurement and Freedom of Information and Protection of Privacy requests.

Qualifications: The successful candidate will have a certificate in Bookkeeping and/or demonstrated experience in finance, accounting and administration together with a sound working knowledge of the SAP finance module. You will also have excellent oral and written communication skills to effectively communicate with LHIN management, board members and the general public; strong computer skills (including MS Word, Excel, PowerPoint, & Outlook); and the ability to perform complex financial and administrative functions.

Location: Belleville, Ontario

For more information, visit www.hrassociates.ca/SELHIN or call Beatriz Garcia at 416-237-1500, extension 231.

Please forward your application via email to fc-selhin@hrassociates.ca by February 15th, 2010.