



**RENFREW COUNTY AND DISTRICT HEALTH UNIT  
EMPLOYMENT OPPORTUNITY  
FINANCE CLERK, CORPORATE SERVICES**

**Competition #FC 24-05** (Temporary until December 14, 2024)

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The Renfrew County and District Health Unit (RCDHU) has an immediate opening for one (1) Temporary, Finance Clerk in the Corporate Services Department.

**General Duties:** The position is responsible for verifying financial data and maintaining accurate financial records. This position will assist with verifying financial transactions and resolving accounting issues for Accounts Payable and Receivables. This individual is part of the finance team and there will be other financial duties.

**Responsibilities:** Validates invoices and account codes.  
  
Processes payments.  
  
Generates and enters journal entries to the General Ledger.  
  
Creates Accounts Receivable invoices.  
  
Calculates payroll remittances.  
  
Tracks prepaid expenses and expenses appropriately over time.  
  
Data entry and updating of excel spreadsheets and word documents.  
  
Provides other financial support functions, as required.  
  
Maintain a high level of confidentiality.

**Qualifications:** Post-secondary business or bookkeeping program, or a combination of related training and experience;  
  
Intermediate software skills (Office 365 with a focus on Excel and Sage 300);  
  
Good communication skills;  
  
Ability to work independently and cooperatively as part of a team;

Ability to adapt to new or changed assignments;

Accurate with strong attention to detail;

A positive and energetic individual willing to be flexible and able to tackle new assignments as they arise;

Proof that you have been fully vaccinated against COVID-19;

Acceptable criminal reference check required.

**Location:** Pembroke Office

**Term:** Temporary non-union position until December 14, 2024

**Hourly Rate:** \$25.66 to \$29.47, per hour (4% Vacation Pay and 8.5% In-Lieu of Benefits)

**Posted Date:** April 29, 2024

**Closing Date:** Posted until all requirements are fulfilled

***Imagine living in an outdoor adventure playground, surrounded by wide open spaces, pristine waterways, parks and trails with all the big-city amenities just a short drive away.***

Please send your cover letter and resume, stating **Competition #FC 24-05** to:  
Renfrew County and District Health Unit, Corporate Services  
141 Lake Street  
Pembroke, ON K8A 5L8  
EMAIL: [jobs@rcdhu.com](mailto:jobs@rcdhu.com)  
(in MS Word or PDF format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available upon request. Applicants are asked to make their needs known in advance. **No telephone calls please.**

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