



RENFREW COUNTY AND DISTRICT HEALTH UNIT EMPLOYMENT OPPORTUNITY FINANCE ASSISTANT

Competition #FA 25-04 (Permanent, Part-time)

The Renfrew County and District Health Unit (RCDHU) has an immediate opening for one (1) permanent, part-time Finance Assistant (FA) in the Corporate Services Department.

General Duties: This position provides support to the finance team with preparing and verifying financial transactions and entering financial data (Accounts Payable/Receivable) with accuracy and efficiency. As a part of the finance team, other finance related duties may be assigned.

Responsibilities: Validates invoices and account codes against source documents and enters into the accounting system.

Processes invoice payments and other disbursements.

Generates and enters journal entries to the General Ledger using Sage 300.

Creates Accounts Receivable invoices.

Supports and assists with calculations for payroll remittances.

Tracks prepaid expenses appropriately over time.

A variety of data entry tasks, maintaining excel spreadsheets and word documents.

Provides other financial support functions, as required.

Maintains 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 strong competence using Excel and Sage 300);

Good communication skills;

Ability to work independently and cooperatively as part of a team working with deadlines.

Ability to adapt to new or changed assignments.

Accurate with strong attention to detail.

Proof of vaccination against COVID-19; and

Acceptable criminal reference check required.

Location: Pembroke Office (on-site)

Term: Permanent, Part-time

Hourly Rate: \$26.17 to \$30.06 per hour (prorated vacation time and 8.5% pay In-Lieu of Benefits)

Posted Date: February 5, 2025

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 # FA 25-04** to:

Renfrew County and District Health Unit, Corporate Services
141 Lake Street, Suite 100
Pembroke, ON K8A 5L8
EMAIL: 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 accommodation is available upon request. Applicants are asked to make their needs known in advance. **No telephone calls please.**
