

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Full-Time opportunity as an **Accounts Payable/Accounts Receivable Administrator (Competition #155.17)** exists in Finance reporting to the Manager, Financial Services.

The successful candidate will be a key team member responsible for performing a broad range of transactional accounting activities and analysis to support clinical, corporate and research operations of Women's College Hospital. The successful individual will join an existing team in transition as the Hospital in-sources its Business Office function. This role offers growth potential for the right individual; it requires excellent customer service, communication and problem-solving skills.

Summary of Duties, but not limited to:

- Performance of a wide array of detailed accounting transactions and functions encompassing AR, AP, research accounting, payroll processing, journal entries, reconciliations, and reporting
- Provides support to general public in the Business Office and to WCH Staff with transactional or how-to questions relating to AP, AR, petty cash, transfers, coding, research grants, payroll and/or compensation, procurement
- Liaison with external clients, agencies, and vendors such as banks and other financial institutions, research granting agencies etc., as required, to exchange information, obtain clarifications and/or explanations, and/or problem solve
- Works with fellow team members to ensure all queries are dealt with in a timely fashion
- Runs standard accounting reports as required for month-end, year-end, audit functions including analysis, standard entries, correcting adjustments, reconciliations and reporting
- Maintains files and filing systems (hard-copy and electronic) as per WCH and departmental policies
- As a member of the Finance department, maintains confidentiality of hospital financial information

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- University degree in Accounting, Finance or a Health related discipline required; working towards accounting designation (CPA)
- Experience in a finance environment processing a broad range of transactional entries (journal entries, accounts receivable/payable, payroll, cash transactions), completing analysis and reconciliations and preparing and submitting reports (HST, payroll, benefits, CRA, statscan) is considered an asset
- Strong MS Office computer skills, particularly in Microsoft Excel
- Previous SAP experience and HRCM (Medi-AR) expertise are considered assets
- Previous Hospital Finance experience preferred; exposure to MIS guidelines considered as asset
- Ability to work well independently, occasionally with minimal supervision, and as part of a team
- Ability to consistently follow existing processes, maintain required standards and work with the team to improve them

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- Strong communication skills and problem solving skills essential; ability to work well with a wide range of staff and external contacts absolutely critical
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: August 1, 2017

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.