



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

FINANCE ACCOUNTING ASSISTANT

Location: Flin Flon, MB

Facility: Flin Flon General Hospital

FEBRUARY 8, 2024

JOB POSTING NUMBER	FF-2024-088	POSITION CODE	300-4FIN-FAA_05
DEPARTMENT	FINANCE		
JOB STATUS/FTE	Permanent/1.0 FTE	ANTICIPATED SHIFT	D7.75
WAGE RANGE	\$21.739 - \$25.199	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

Performs all accounts payable and receivable functions. Ensures the accurate and timely processing of both financial and statistical data. The nature of work is both routine and non-routine including clerical duties as assigned.

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of the second level of a recognized Accounting Program or an equivalent combination of education and experience as recognized by the NHR
- Thorough knowledge of Windows based programs (Microsoft Word, Outlook) and Internet
- Intermediate level knowledge of Microsoft Excel
- Two (2) years' experience in directly related position preferred
- Experience working with a large, integrated computerized financial system, preferably Great Plains
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80. Waived for internal candidates with current checks on file.

For a full listing of qualifications please:

- **Internal Candidates:** Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- **External Candidates:** Contact Human Resources to request a copy

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

Using Google Chrome, Apply online at www.northernhealthregion.ca on or before

FEBRUARY 15, 2024

Note: In the event of technical difficulties with the online application, please contact Human Resources at HRARegional@nrha.ca for assistance prior to the closing date.