



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

FINANCE ACCOUNTING ASSISTANT

Location: Thompson, Flin Flon, or The Pas, MB
(position may be based at any of the three main sites)

Facility: NRHA Services Building, Flin Flon General Hospital or The Pas Health Complex

FEBRUARY 4, 2025

JOB POSTING NUMBER	TM-2025-061	POSITION CODE	300-4FIN-FAA_06
DEPARTMENT	FINANCE		
JOB STATUS/FTE	Permanent/1.0 FTE	ANTICIPATED SHIFT	D8
WAGE RANGE	\$23.631 - \$27.392	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
- Knowledge of office management systems and procedures
- Basic computer problem solving skills
- 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 11, 2025

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