

Junior Accountant

Temporary Full-time (6 months)

The Finance Department has an opening for a temporary **Junior Accountant**. Reporting to the Integrated Controller, the incumbent will support with the implementation of a new accounting software and other capital projects for Carleton Place & District Memorial Hospital, Almonte General Hospital including Fairview Manor and Lanark County Paramedic Services.

# Duties and Responsibilities

* Integrate chart of accounts
* Migrate demographic listings and MIS reporting codes
* Build and test financial reporting templates
* Coordinate the accounting database conversion
* Provide support with finance projects and annual audits

# Qualifications

* Degree or diploma in Accounting or Business Administration
* Chartered Professional Accountant or working to achieve CPA designation is preferred

# Competencies and Personal Attributes

* Excellent computer skills with advanced knowledge of Excel
* Effectively able to manage competing priorities and meet deadlines
* Highly analytical and detail oriented
* Ability to work independently and maintain confidential information
* Excellent oral and written communication skills

Qualified candidates are invited to submit their resumes by December 22, 2023 at 4pm to:

**Angela McLean, Integrated Human Resources Manager** [amclean@agh-fvm.com](mailto:amclean@agh-fvm.com)

**We thank all candidates who apply; only those selected for an interview will be contacted.**

***If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.***

Please note that according to the AGH/FVM/LCPS/CPDMH Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.