



POSITION OPENING

EFFECTIVE IMMEDIATELY

Closing Date: August 15, 2022

POSITION: ACCOUNTING CLERK - Permanent Full Time
HOURS OF WORK: Normally Office Hours
Monday – Friday 8:30 – 4:30

Park Manor Care is seeking applications for a Fulltime Permanent Position of Accounting/HR Clerk. Please forward your application to the Chief Finance Officer.

Job Summary:

To primary focus of this position is to plan, organize, record and summarize business transactions related to payables, receivables and other accounts in accordance with Generally Accepted Accounting Principles, Policies and Procedures which relates to Non-Profit Organizations. This responsibility includes but not limited to assist the CFO and the accountant for records and reports related to payroll, banking, reconciliations of accounts and other financial information. A secondary responsibility involves verification, authentication, reconciliation of employee benefits programs and East Park Lodge support. Competitive Salary and Benefits package for the successful candidate.

Duties and Responsibilities:

A complete description of accounting clerk's responsibilities are included in the job description and available upon request. The job description outlines the duties and responsibilities required to be performed. The job description is broad and every effort has been made to make this outline as complete as possible. To emphasize that the performance of other related duties and activities may be required.

Qualifications - Educational and Professional:

1. Bachelor's degree in Accounting or Business and Certification is preferred.
2. Completion of a recognized program in HR and Certification is preferred.
3. Combination of recognized education and experience suitable to the position.

Experience:

1. Minimum of three (3) years accounting experience – preference is given to those with additional experience in healthcare and or long term care setting.
2. Additional knowledge working in an HR department of at least two (2) years is preferred.

Please submit applications to:



Abednigo M. Mandalupa Jr., MMBM/DHRM/CPA

Chief Executive Officer / CFO

Tel: 204 222 3251 Ext 224

Email: amandalupa@parkmanor.ca