



Accountant/Bookkeeper

Permanent Full-Time 1.0FTE (37.5 hours/week)

Edmonton O-day 'min Primary Care Network has an exciting permanent full time Accountant/Bookkeeper position. Reporting to the Director, Business and Financial Operations, or designate. The Accountant/Bookkeeper will be responsible for general accounting functions, maintaining the Sage 50 General Ledger including accounts payable and receivable modules, payroll using Ceridian PowerPay and Dayforce, benefits plan administration through Alberta Blue Cross and Manulife, and other Human Resources related duties.

This position is Monday to Friday, in-person, at the EOPCN central office.

KEY RESPONSIBILITIES & DUTIES

The Accountant/Bookkeeper provides general accounting and financial support to the EOPCN finance department including:

- Prepare bank deposits, journal entry postings and financial statements
- Reconcile bank accounts
- Daily entry of vendor invoices in Sage 50
- Upload of Ceridian Dayforce timesheets bi-weekly, process Ceridian PowerPay payroll, payroll journal entries, administer Alberta Blue Cross and Manulife payments and reconcile annual T4s
- Reconcile grant funding reports on a monthly basis
- Provide timely assistance and support to all EOPCN employees regarding Payroll and Benefit matters
- Provide support and document accounting processing and procedures
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws

QUALIFICATIONS

Minimum of 2-4 years related financial or accounting experience, preferably in a health care environment. Please note that all candidates for the above position must have:

- Strong working knowledge of Sage 50, Ceridian Dayforce and PowerPay and benefit plan administration is desired
- Ability to build a strong working relationship with EOPCN employees, health care professionals, patients, PCN physicians and PCN team members
- Receive, act on, or re-direct confidential correspondence, inquiries, and issues
- Ability to effectively communicate in writing, in person, on the telephone, and electronically.
- Intermediate computer skills (Microsoft Office, Sage 50, Ceridian Dayforce and Powerpay)
- Can be working towards CPA designation or recently designated
- Criminal record check with a vulnerable sector check is required

APPLY TODAY

EOPCN offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

Please submit your resume and cover letter by email to: jointheteam@eopcn.ca (Attn: John)

POSTING EFFECTIVE until a suitable candidate is found.

We thank all candidates in advance for their applications, however, only those being selected for an interview will be contacted.