

Dufferin Oaks is a not-for-profit Long-Term Care Home owned and operated by the County of Dufferin under standards established by the Ministry of Health and Long-Term Care. The home is a three-story facility centrally located in the County of Dufferin in the Town of Shelburne. 160 residents call Dufferin Oaks home, living in private, semi-private and standard rooms. Dufferin Oaks provides accommodation, meals, supportive services, socialization, and a full range of nursing care services for persons who, for various reasons, cannot live independently in the community. We are currently recruiting for an:

ACCOUNTING CLERK

JOB ID: C25-21	LOCATION: 151 Centre Street., Shelburne, ON
JOB TYPE: Permanent Full Time (Unionized)	DEADLINE TO APPLY: March 23, 2021 at 4:30 p.m.

Reporting to the Office Manager, the Accounting Clerk performs a variety of accounting and clerical functions primarily related to payroll and employee benefits for unionized staff.

What you'll do

- Prepare unionized time and attendance for submission to Payroll for processing
- Review time and attendance submissions from departments for accuracy
- Provide support to Payroll/HR and act as liaison with unionized employees
- Responsible for maintaining employee profiles in unionized time and attendance software
- Provide information to employees on pension and benefit programs
- Orient new employees to payroll and benefit information
- Support of records management functions, including filing, storage, destruction and database entry
- Responsible for backup and relief of all departmental positions (Receptionist, Accounting Clerk)
- Data collection to support the Administration Department's quality improvement audits
- Other related duties as assigned.

What you'll bring

- A two (2) year post-secondary diploma in Accounting, Finance or a related discipline, or equivalent experience
- A minimum of 2 years work experience in a similar position. Experience in payroll preferred
- Excellent computer skills with proficiency in Microsoft Office applications (Word, Excel, Access, and Outlook, with particular emphasis on Excel)
- Experience in long term care home environment would be considered an asset
- Pleasant, courteous, and professional manner, including ability to maintain confidentiality
- Excellent organizational, time management and communication skills
- Clear criminal reference check including the vulnerable sector screening
- Completed TB Two-Step Tuberculin Skin testing. (Mantoux Test)

What we can offer YOU!

- A competitive hourly wage ranging between \$26.17 - \$29.08
- Comprehensive health benefits and enrollment in a defined benefit pension plan
- Access to an Employee and Family Assistance Program
- A supportive and collaborative work environment.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an equal opportunity employer, we seek to attract, develop, and retain highly talented employees with diverse identities and backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We are committed to creating a workplace that is inclusive for all.



All applicants are thanked for their interest, but only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

DISCOVER YOUR CAREER WITH US

