

JOB POSTING #2026/019

POSITION:

Accounting Clerk – Finance - OPSEU

HOURS OF WORK:

Permanent – Full-Time – 35 Hours Per Week (1.00 FTE)

EFFECTIVE:

As Soon As Possible

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

New Position

POSITION SUMMARY:

Reporting to the Manager of Finance, the Accounting Clerk ensures the accuracy and integrity of financial transactions in accordance with established accounting principles and organizational policies. The Accounting Clerk performs responsibilities such as verifying and processing payments and purchases, accounts receivables, journal entries, reconciling accounts, and managing a variety of financial documents, including invoices, cheques, and electronic payments. The Accounting Clerk will also provide primary back-up coverage in shipping & receiving which can also include receiving lab specimens in compliance with the Transportation of Dangerous Goods Regulations. The Accounting Clerk provides service that is consistent with the mission, vision, values, strategic priorities, policies and standards of the Health Unit.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Two-year diploma from community college in Business Accounting or an equivalent combination of education and experience
- Minimum of two years recent related experience
- Knowledge of accepted accounting principles
- Knowledge and understanding of filing systems, accounting databases
- Knowledge of applicable privacy practices and laws
- Demonstrated skills and knowledge to operate a PC and work efficiently and effectively with various software packages (e.g., Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams), SharePoint, Adobe Acrobat, and accounting packages such as Microsoft Dynamics 365). **Please Note:** Formal proficiency test will be done to evaluate proficiency level in Microsoft Excel
- Excellent interpersonal, verbal and written communication skills
- Demonstrated skills and accuracy in keyboarding and use of a calculator
- Possess excellent organizational, problem-solving and interpersonal communication skills

- Must possess good mathematical skills
- Committed to providing exceptional customer service
- Shows discretion and appropriately handles confidential information
- Ability to set priorities, complete work, meet deadlines
- Ability to work under pressure
- Ability to pay attention to detail with a high level of accuracy
- Self-motivated and able to complete assigned duties with minimal supervision
- Ability to function independently and/or in a team environment
- Capacity to work standing for prolonged periods of time and to perform physical tasks, including bending, kneeling, and lifting parcels and inventory (weighing up to 50 lbs.)
- Demonstrated commitment to continuous learning and quality improvement
- Ability to wear personal protective equipment
- Demonstrated reliability and the ability to work flex hours as required
- Requires a valid “G” or “G2” Ontario Driver’s Licence and access to a reliable vehicle

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit’s immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

HOURLY RATE:

Minimum \$32.65 to Maximum \$36.74 (Pay Band 7) plus benefits and participation in the Ontario Municipal Employees Retirement System (OMERS), which is the defined benefit pension plan. *Please note, the maximum level you can start at is at Level 4 (\$35.65).

CLOSING DATE:

Tuesday, May 19, 2026, at 4:00 p.m.

APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

Wendy Moore, Senior Human Resources Coordinator – Talent Management

Attention: Job Posting #2026/019

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or

Email: human.resources@healthunit.ca

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact Wendy Moore at wendy.moore@healthunit.ca for confirmation.

Once posting is closed, please refer to website for status of job posting.

The Health Unit is an Equal Opportunity Employer

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705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,
Parry Sound, ON P2A 2L7

☎ 1-800-563-2808
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📠 705-746-2711