



EMPLOYMENT OPPORTUNITY
Central Newfoundland Regional Health Centre

Accounting Clerk II
Financial Services Department
Full-time Temporary
Temporary Call-In

Definition of Work:

This is a responsible and technical accounting position that works independently to ensure efficient and timely reporting within a computerized environment. Major duties include but are not limited to administering accounts payable and accounts receivable functions involving significant contact with suppliers of goods and services, clients of subsidy based programs and services, and close liaison with purchasing personnel.

Required Experience and Training:

Experience in clerical work of a fiscal nature; high school graduation with a diploma recognized by the Newfoundland & Labrador Department of Education, supplemented by successful completion of a two-year post secondary program in Accounting from a recognized institution.

Salary: HS-24 (in accordance with the CUPE Collective Agreement)
Hours of Work: Full Time Temporary-75 hours bi-weekly (approx. 6 months)
Temporary Call-In-Call as Needed
Competition No: PW-2010035-Board
Closing Date: January 26, 2010

Interested applicants for the above position are asked to forward their resumes, citing the competition number and three references to:

Human Resources Specialist - Recruitment/Staffing
Central Health
21 Carmelite Road, Grand Falls-Windsor, NL A2A 1Y4
E-Mail: humanresources.west@centralhealth.nl.ca or Fax: (709)292-2485

Central Health is an equal opportunity employer.