



WEENEEBAYKO AREA HEALTH AUTHORITY

Human Resources Department

P.O. Box 664, Moose Factory, Ontario P0L 1W0
Tel: 705-658-4544 Fax: 705-658-4917

EMPLOYMENT OPPORTUNITY:

Position: Supervisor of Accounting
Site: Weeneebayko General Hospital
Division: Corporate Services
Reports to: Manager of Planning and Analysis
Status: Permanent Full-Time

Weeneebayko Area Health Authority (WAHA) is seeking an experienced candidate to fill the key role of **Supervisor of Accounting**.

The Organization

Weeneebayko Area Health Authority (WAHA) is the leading health care provider on the western James Bay coast. WAHA comprises of hospitals in Moose Factory, Fort Albany, and Attawapiskat, with a Health Centre in Moosonee. WAHA also provides regional outpatient programs, as well as Paramedicine services in Moose Factory, Moosonee, Fort Albany, Kashechewan, Attawapiskat, and Peawanuck. The span of services, complexity of care needs in the region, and the depth of health integration has made WAHA a leader and a model of health care services in Northern Ontario. WAHA consists of 450 employees, a Physician team, many students, as well as community stakeholders. It is affiliated with Queens University and offers many educational opportunities for current and prospective team members.

Position Profile Requirements:

- Flexible and able to adapt to quickly changing environments
- To manage and oversee a dynamic group of people
- Demonstrated ability to multitask and strong prioritization skills
- Excellent oral and written communication skills
- Has excellent initiative, problem solving and organization skills

Key Responsibilities:

- Manages accounts payable, including the AP disbursement group, check disbursements, 1099, and tax related matters for 3 ERP systems
- Ensures accuracy and timeliness in all aspects for the Accounting Department, including the accuracy of financial statements
- Acts as a liaison between the company government, and external accountants to meet information needs and to ensure the proper information is maintained for historical purposes
- Proven customer service skills
- Drive efficiencies with departmental duties
- Monitor, evaluate and implement accounting controls to ensure best practice standards
- Must be able to maintain strict confidentiality
- English is essential for this position

Qualifications/Experience:

- Diploma in Business Administration, Accounting, or Finance required
- Degree in Finance, Accounting, Commerce, or Business Administration preferred
- Strong knowledge of accounting
- Training and experience working with computers
- Ability to communicate in local native Cree language is an asset

How to apply:

The successful candidate must provide a valid Criminal Record Check within a specified time frame

Please apply in writing, providing three recent work references, quoting **Competition #2021-161** by no later than **12:00 noon on Tuesday, September 7, 2021** to:

Human Resources
Weeneebayko Area Health Authority
P.O. Box 664
Moose Factory, ON P0L 1W0

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the Human Resources team by email above
- Only those selected for an interview will be contacted
- Internal applicants who meet the qualification and experience requirements and are in good standing with the organization's attendance management policy are strongly encouraged to apply

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.

Posted on: August 31, 2021