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**Posting #:** 2020-08-0428  
**Position:** Junior Accountant, Temporary Full Time (contract until approximately December 2020)  
**Department:** Business Support - Finance  
**Location:** Burlington, Ontario  
**Posted:** April 28, 2020  
**Salary:** \$50,000-\$55,000

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### **DOES A HIGHER PURPOSE ORGANIZATION INSPIRE YOU?**

If yes, come and experience a company that directly impacts patient care. Shared Services West (SSW) adds *Value* to our member hospitals and customers in support of Health Care Excellence by providing leadership in integrated and innovative service delivery.

Established in 2001, Shared Services West is a not-for-profit shared services organization with expertise in supply chain management, process optimization, and redevelopment planning. Working collaboratively with our stakeholders, we deliver cost-efficient services with a focus on innovative solutions.

As a company, we represent family ethos. We are proud of our values and our culture, which are at the heart of our company. They set the standard for how we behave and work.

### **IS THIS YOU?**

You are a Junior Accountant interested in growing your career and specializing in the healthcare industry. You are a reliable, energetic self-starter. You thrive in a fast-paced environment and enjoy working on multiple projects and having concurrent timelines.

### **THE ROLE AND PRIMARY RESPONSIBILITIES**

Reporting to the Supervisor of Accounting, you will prepare and examine financial records helping our business run efficiently.

The primary duties and responsibilities include, but are not limited to:

- 1) Accounts Payable
  - Accurately code and process accounts payable invoices
  - Perform cheque and EFT runs
- 2) Accounts Receivable
  - Collect billing information from employees, prepare, and distribute invoices monthly
  - Perform collections activities as needed
  - Respond to inquiries promptly
  - Prepare and deposit cheques
- 3) Accounting Administration
  - Bank reconciliations
  - Journal entry preparation (amortization, prepaid expenses, accruals, etc.)
  - Account reconciliation and analysis
  - Preparation and filing of HST returns
  - Assist Financial Analyst with regular month-end reporting
  - Assist Financial Analyst with yearend audit preparation and other audits if required
  - Filing invoices, employee expenses, and other documents

- 4) Payroll
  - Prepare payroll journal entries
  - Review and approve employee expenses
  - Preparation and filing of remittances (WSIB, EHT)
- 5) Other
  - Preparation of working papers relating to an internal audit of procurement contracts
  - Other ad-hoc duties as assigned

## **POSITION REQUIREMENTS**

### **Education**

- A college diploma or university degree in accounting, and/or equivalent work experience

### **Work Experience**

- 1-3 years of previous related experience
- Experience in a healthcare or shared services environment is an asset

### **Knowledge and understanding**

- Understanding of general accounting functions, including GAAP/CICA guidelines, accounts payable, accounts receivable

### **Technical skills**

- Advanced skills using Excel (e.g. SUMIFS, pivot tables)
- Experience with accounting software (MS Great Plains an asset)
- **NOTE: There will be a mandatory Excel test that selected candidates will complete.**

### **Personal skills**

- Accountability
- Accuracy
- Autonomy
- Organization
- Time management

## **WORK ENVIRONMENT**

- Office location – Burlington, Ontario, Canada
- Office hours are generally 8:30 AM to 4:30 PM (with some flexibility), Monday to Friday
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### **SSW Employees enjoy:**

- Competitive compensation
- Generous vacation entitlement
- One of the top pension plans in Canada (Healthcare of Ontario Pension Plan-HOOPP)
- Employee Assistance Program
- Flexible Environment
- Family-feel Culture
- Summer Hours
- Dog-Friendly Office

We are considered the leaders in shared services, with strong values and great family culture. Our culture is what our employees love the most. In fact, 89% recommend us to a friend. Come and find out why!



To apply, please email your resume to [careers@ssw.ca](mailto:careers@ssw.ca), indicating the **position title** and **posting #** in the subject line. As part of the initial recruitment process, selected candidates may be asked to complete a Job Feedback form. Please note that this does not guarantee advancement to the next step in the recruitment process.

We thank all applicants for their interest in Shared Services West. Only qualified candidates selected for interviews will be contacted. If contacted for an interview, please inform us should any accommodation be required.