

Accounting/Business Assistant (1.0 FTE – Permanent)

The Accounting/Business Assistant provides supportive services to the St. Albert and Sturgeon Primary Care Network in collaboration with the PCN Controller and provides extensive support services to one or more leaders. This position prioritizes the tasks of the accounting, payroll, human resources, business planning, medical home enhancements, and operational functions, and supports the completion of projects. The Accounting Administrator will provide continuity and support medical homes initiatives.

Qualifications:

- Certificate/Diploma in Accounting or Business Administration.
- PCP designation an asset.
- Intermediate to advanced knowledge of Microsoft Office Suite.
- Demonstrated skill and experience in managing Accounts Payable and Accounts Receivable functions and software systems.
- Demonstrated skill and experience in managing payroll, including familiarity with payroll and benefits systems.
- Experience with ADP Workforce Now and Sage 50 an asset.
- Ability to assist with financial reporting, budgeting, and audits.
- Ability to support human resources tasks including on- and off-boarding of staff and to support the confidential management of staff and physician information.

Experience:

- Minimum three (3) years of relevant experience.
- Experience in privacy/confidentiality legislation.
- Experience in Human Resources as asset.

Personal Attributes

- Ability to develop new skills and apply to practice.
- Professional and approachable within team atmosphere.
- Proven organizational and priority management skills.
- Maintains confidentiality on all matters pertaining to patients, staff and PCN members.
- Ability to work with attention to detail, prioritize work and multi-task.
- Excellent communication skills, both verbal and written.

Documentation of immunization history, including a valid COVID-19 Vaccine, is a requirement of this position.

Please note this position is on site at the St Albert and Sturgeon Primary Care Network, it is NOT remote.

**Please forward your cover letter and résumé to careers@saspcn.com.
Only candidates selected for an interview will be contacted.**