



CAREER POSTING

POSITION:	Finance Clerk – Locums for Rural BC
DEPARTMENT:	Health Match BC
STATUS:	Full-time
SALARY:	
CLOSING DATE:	Until filled

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for more than 230 publicly funded health care employers.

Health Match BC (HMBC), a division of HEABC, is a professional healthcare recruitment service funded by the Government of British Columbia. Within the last year, Health Match BC has expanded its role to deliver and lead a wide range of provincial recruitment initiatives for key Health Human Resource priorities throughout the province. Our team is growing and we are currently in need of strong leaders, who have a passion for customer service and community engagement, and a keen interest to contribute to a team of industry-experts making an impact across communities in BC.

For more information, visit www.heabc.bc.ca and www.healthmatchbc.org

OPPORTUNITY:

Health Match BC (HMBC) is seeking a regular full-time finance clerk to work within its Locums for Rural BC Program. Reporting to the Senior Program Coordinator, the finance clerk will provide financial services, data entry, word processing and other clerical support services as required.

Duties include:

- Verifying and reconciling payments and invoices to details of locum assignment
- Update, maintain and enter information into database as required
- Update, maintain and create filing and tracking systems and create systematic follow-up process
- Prepare reports, routine correspondence, memo's and letters as required
- Answer, direct and assist callers for the Locums Program
- Communicate and work closely with HEABC finance department to ensure all paperwork and record keeping is provided and clarify information as required.

Required Knowledge and Experience

High-school graduation supplemented by accounting courses and 2-3 years recent, related experience working in accounts payable and receivable. Excellent computer skills, good command of the English language, both verbal and written, organized, accurate, and must work well in a team environment.

Along with a competitive salary, Health Match BC offers generous vacation, health, and pension plan benefits.

HOW TO APPLY:

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

**Human Resources
Health Employers Association of BC
Email: Careers@heabc.bc.ca**

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.