



## EMPLOYMENT OPPORTUNITY



### Position: ACCOUNTANT

Competition # 09-15-25

Facility: Lamont Health Care Centre

Status: PERMANENT Full-time

**Position Summary:** Lamont Health Care Centre Finance Department has a permanent full-time position within their small team. The ideal candidate will be involved with performing full-cycle accounting functions (payroll, AR, AP, GL and HR) for both the Lamont Health Care Centre and the Lamont County Housing Foundation organizations. The work requires the ability to plan, prioritize and communicate effectively.

**Reporting to:** Finance Manager and Chief Executive Officer

#### Responsibilities

- creation/posting journal entries,
- creation/posting accounts payable and account receivable entries,
- performing/assisting with various payroll and HR functions,
- Uploading/approval various bank EFT batches,
- performing required account reconciliations and supporting working papers,
- prepare, compile and analyze monthly and yearly financial statements,
- manage budgeting and forecasting, assist with the year-end audits
- create ad-hoc reports for various business needs
- prepare GST, T4, T4A, LAPP, Firms and other required government submissions

#### Qualifications

- MUST be a Canadian Resident
- CPA or working toward a CPA designation; or
- Bachelor of Commerce degree or equivalent business/accounting degree
- High Skill level in Microsoft Office Program Suite; must have Advanced Excel skills
- Comprehensive experience of accounting programs such as Sage 300, Oracle Accounting an asset
- Covid-19 vaccination recommended
- Ability to adhere to the Health Care Centre's Mission, Philosophy, Values and Code of Conduct.
- Must conduct himself/herself in a professional manner and maintain the highest ethical standards at all times.

**Hours:** Monday- Friday / 7.75 hours per day

**Salary:** Out of Scope – as per the LHCC pay grid placement to be determined based on experience

**Date Posted:** September 22, 2025

**Closing Date:** When suitable candidate found

**Commencement Date:** November 3, 2025, or when suitable candidate found

**Resume to:** Shahad Bharmal  
Chief Executive Officer  
Lamont Health Care Centre  
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***"A current Criminal Record Check is a pre-employment requirement for all new employees to Lamont Health Care Centre"***  
***"We sincerely thank all candidates for their applications; however only applicants selected for an interview will be contacted."***