



**Part Time On Call Staffing/Finance Clerk
(12-month contract)
Lanark Lodge
Posting # LL2024-195
\$25.05- \$28.84 per hour**

MANDATE:

Prepares and maintains confidential in-house records and facility-specific staffing schedules and job posting information for support services and dietary departments. Maintains payroll/scheduling data in the time and attendance system. Performs accounts payable/accounts receivable duties related to resident billings and trust. Provides reception/clerical support as required.

QUALIFICATIONS:

1 year Office Administration Diploma with a minimum of 2 years related experience in an administrative capacity. Previous work in a long-term care facility and previous medical terminology courses would be considered assets. Previous scheduling or time and attendance experience is desirable. Good communication and organizational skills. Ongoing skills upgrading in office software such as word processing, spreadsheet and database software. Ability to deal diplomatically with inquiries/complaints from staff, residents and families.

This position is evaluated at Level 4 (\$25.05- \$28.84 per hour) of the 2024 OPSEU Salary Grid. **Starting as soon as possible until November 2025, with the possibility of extension and scheduled on an as needed basis.**

Lanark County Offers:

- **Competitive compensation.**
- **Ontario Municipal Employers Retirement System (OMERS) pension plan.**
- **Employee Assistance Plan (EAP).**
- **Training and development opportunities.**

Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number LL2024-195, no later than Sunday, November 10th, 2024**, addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; **Email: lljobs@lanarkcounty.ca**

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file, preferably MSWord (.doc or .docx) or Adobe (.pdf). Email subject line should include your "name" and job posting number "LL2024-195" (example: Jane/John Doe LL2024-195).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.