Regular Full -Time Staffing and Finance Coordinator
Lanark Lodge
Posting # LL2026-196
$28.29-$32.49 per hour

MANDATE:
Responsible, under the general direction of departmental managers, to complete the scheduling requirements for Lanark Lodge. 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:
2-year post-secondary diploma in business, accounting or related discipline with a minimum 2 years related on the job experience required. Previous work with accounting and scheduling experience in a long-term care home or healthcare setting would be an asset. Great Plains, PointClickCare and StaffScheduleCare software experience is desirable. The ability to reference and interpret collective agreements. Strong communication and problem-solving skills. Ability to deal diplomatically with inquiries/complaints from staff, residents, ministry officials and families.

This is an existing position and is evaluated at Level 5 ($28.29-$32.49 per hour) of the 2026 OPSEU Salary Grid. **Starting as soon as possible.**

Lanark County Offers:
- **Competitive compensation.**
- **Extended health benefits.**
- **Ontario Municipal Employers Retirement System (OMERS) pension plan.**
- **Employee Assistance Plan (EAP).**
- **Training and development opportunities.**

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, please submit your application by selecting "apply link" on our website. **We look forward to receiving your application no later than Monday, November 9, 2026.**

When submitting your application, please ensure your cover letter, résumé and any other related documents are submitted as preferably PDF (.pdf) or Word (.doc) format. The file name should include your name and the job posting number (example: Jane/John Doe LL2026-196).

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.**

AI may be utilized throughout the selection and recruitment 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.