



# MICs Group of Health Services

Matheson – Iroquois Falls – Cochrane

**Equal Opportunity Employer**

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## Considering a Career in Health Care? There are plenty to choose from!

### **Finance**

Do you have mad math skills? Are you detail oriented? Finance may be for you!

#### **Payroll!**

- Enrolling new employees and maintaining personnel files; payroll processing
- Maintenance of vacation and sick banks and employee demographics
- Benefits and Pension administration

#### **Accounts Receivables and Accounts Payables!**

- Investigation and collection of unpaid accounts
- Various invoice preparation and collection
- Process electronic fund transfers (EFT)
- Process cheque runs and prepare cheques for mailing
- Perform A/P month-end closing

#### **Purchasing & Materials Management!**

- Capital planning
- Purchase stock and non-stock items
- Source new products
- Receive and sign for incoming deliveries, and ensure that all goods are received in good condition
- Enter received orders into system
- Deliver non-stock products to end-users

#### **Accounting!**

- Preparation and posting of month-end Journal Entries
- Maintain General Ledger
- Prepare financial reporting
- Assist with year-end audit
- File applicable tax returns

**Employment Outlook** – Jobs vary in terms of education, but those seeking to work in the realm of finance need a minimum 2-year diploma level education in a related field; keyboarding and computer skills including working knowledge of Microsoft Office applications. Consider post-secondary education in bookkeeping and/or accounting, or a Business Degree or equivalent post-secondary education with an accounting major!