

Accounting Coordinator

Alpha Healthcare is a public purposed private company with two clear missions: to reform community laboratory services for the benefit of patients and to build new confidence in quality assurance of health-related products. The Alpha Promise is to improve public health care by finding ever better ways to serve those who provide it.

Our highly collaborative team is seeking Accounting Coordinator for the Finance department.

Three months Full-Time Fixed term position, regular mornings, however occasional rotational shifts, may be required

Responsibilities and Duties:

The Accounting Coordinator is responsible for digitizing accounting documents and invoices. This role involves sorting through physical files, scanning, and organizing them in a digital format. The Accounting Coordinator also provides general support to the accounting team as needed.

- Sort and organize physical accounting documents and invoices.
- Scan and digitize documents efficiently.
- Maintain an organized digital filing system.
- Assist the accounting team with other tasks as required.

Qualifications and key requirements:

- High school Diploma
- Bachelor's degree or equivalent in finance, accounting, or related field is an added advantage
- Proficiency in using scanning and digital filing systems and Microsoft Office tools
- Excellent organizational skills with a keen eye for detail
- Ability to work independently and meet deadlines.

Ethical Conduct

Diversity, equity, inclusion and belonging are fundamental to Alpha Labs. We live this through the strength and richness of our diverse staff. Our core values include trust, respect, and compassion.

COVID-19

All employees are required to submit proof of the two-dose vaccine series against COVID-19 with a Health Canada approved vaccine as a condition of employment. All new hires must have received the full series at least 14 days prior to the hired employee's first date of employment.

We encourage applications from individuals with a wide range of abilities and provide an accessible candidate experience. Following the Accessibility for Ontarians with Disabilities Act, 2005 and the Canadian Human Rights Act, we will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform us of any accommodation(s) you require.

Schedule:

- 8 hour shift
- Morning Shift

- Occasional evening or Saturdays may be required

Work Location: 1262 Don Mills Road, North York, ON

We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that are compliant with the Accessibility for Ontarians with Disabilities Act. If you are selected to move forward , please advise us if you require an accommodation.

Please forward your cover letter and resume in one document to hr@alphalabs.ca.

While we thank all applicants, only those selected for an interview will be contacted.