



MIDWIFERY CARE
NORTH DON RIVER VALLEY

Employment Opportunity for a 30 hour per week Practice Manager

Start date as soon as possible

Midwifery Care ~North Don River Valley is a practice of 12 midwives who provide comprehensive care to women throughout their pregnancy, labour and birth and postnatal care for women and their babies for 6 weeks following the birth. Our office is located on Finch Avenue between Yonge and Bathurst. We serve a diverse population in the north regions of Toronto and Southern York Region.

Responsibilities:

- Office and staff management
- Bookkeeping including writing cheques, making deposits, reconciling bank accounts using Quick Books Pro – we are moving to Quick Books on line, payroll, liaising with Accountant
- Liaising with Transfer Payment Agency.
- Invoicing
- Budget support
- Generating various reports
- Office IT

Qualifications:

- Minimum 2 years' experiences as an administrator in a health care environment, midwifery experience a plus.
- Experience with PS Suite EMR and Quick Books on line would be an asset.
- Excellent computer skills (Word, Excel, Access).
- Excellent organizational and interpersonal skills including communication.
- Ability to prioritize and execute multiple requests and tasks each day.

An excellent salary and benefit package offered depending on experience.

If interested, please forward your resume to midwiferycare@bellnet.ca

Only applicants selected for an interview will be contacted

Website: www.midwiferycare-ndrv.com

Job Type: Full-time

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