

## VP of Finance and Corporate Services

### Chief Financial Officer

#### About the Perth and Smiths Falls District Hospital:

Located in the charming and historic Perth and Smiths Falls region, within close proximity to urban centres such as Kingston, Brockville, Ottawa, and on the banks of the Rideau Canal system – a UNESCO World Heritage Site, PSFDH plays an important role in the lives and well-being of the 60,000+ residents living within its catchment area. PSFDH is an exemplary accreditation organization that delivers a broad range of primary and secondary services and programs to residents of three large rural counties. PSFDH's mission is to provide high quality patient and family-centered care built on collaboration and partnerships.

#### About the Opportunity:

The Vice President (V.P.) Finance & Corporate Services serves as Chief Financial Officer (CFO) and sets direction, aligns and motivates staff and evaluates financial and support services programs and activities to support organizational and departmental philosophy, goals and objectives of the Financial & Support Services portfolio including; Finance, Business Office, Payroll, Material Management, Food Services, Housekeeping, Health Records, Privacy, Patient Registration, Patient Relations, Communications, Health Information Services, Plant Operations/Maintenance and Management .

The V.P. Finance & Corporate Services participates at the Senior Leadership level responsibility for tactical organizational and strategic planning and implementation, and supports an overall organizational culture conducive to quality care.

They support the Patient and Family Centered Care philosophy and participates in quality improvement, risk management and patient safety activities departmentally and organization-wide. Performs work in accordance with applicable provisions of the Occupational Health and Safety Act and Regulations, professional standards and guidelines, and Perth and Smiths Falls District Hospital corporate and departmental Policies and Procedures.

#### DUTIES AND RESPONSIBILITIES:

Financial and Corporate Administration:

- Directs and co-ordinates Hospital activities concerned with financial administration, general accounting, patient business services, and efficient financial and any reporting requirements to the Ministry of Health and Long Term Care (MOHLTC) , Ontario Health East (OH East) and/or other agencies statistical reporting.
- Co-ordinates, implements and supervises accounting systems, procedures and records which will accurately reflect at each point in time the cost each aspect of operation, and will permit the Board and each member of Management to evaluate operations in a manner that permits them to take action appropriate to their responsibilities and knowledge of accounting.
- Responsible for monthly preparation of the Hospital's Financial Statements which will permit the Board and each member of Senior Leadership to evaluate operations in a manner that permits them to make informed decisions.
- Oversees annual capital procurement process and provides projections on capital planning needs for the future.
- Responsible for hospital cash management including banking, investing and financing following hospital policies for each.

- Co-ordinates monthly Board Finance/Audit Committee meetings with President & CEO and Chair of Finance/Audit Committee and prepares documentation to support the agenda.
- Co-ordinates and supervises financial internal control systems which will ensure continuing protection of all assets and immediately identify potential for actual loss of assets, e.g. audits, insurance, accounting controls.
- Cultivates effective relationships and ensures compliance with External Auditors, representatives of the MOHLTC, OH EAST and other agencies.
- Ensures a robust process for variance analysis for all departments within the hospital.
- Reviews financial statements and explains variances which will accurately reflect the financial status (assets and liabilities) of the Hospital. This will assist the Board and Senior Leadership in taking appropriate action.
- Implements and co-ordinates the accounts payable system which will accurately record and facilitate all disbursements.
- Implements and co-ordinates A/R systems which will accurately record all sources of income.
- Makes sound recommendations for the most advantageous utilization of actual and potential sources of funds.
- Develops and plans the Hospital's Annual Operating and Capital Budget process in conjunction with the President & CEO, Vice Presidents and Department Managers.
- Directs subordinates in preparing Hospital Budgets based on past, current and anticipated expenditures and revenues and subsequently oversees implementation of the new budget.
- Co-ordinates maintenance of the payroll system which will accurately record gross earning, deductions and personnel information required to properly implement labour contracts.
- Examines insurance policies to ascertain that Hospital assets are properly insured against loss.
- Provides budgeting and financial analysis support to hospital sponsored agencies, i.e. Life Skills and Mental Health.

#### Support Services:

- Provides direction and oversight over the Hospital Support Service portfolio which includes (but not limited to): Business Office, Payroll, Material Management, Food Services, Housekeeping, Health Records, Privacy, Patient Registration, Patient Relations, Communications, Health Information Services, Plant Operations/Maintenance and Management
- In collaboration with Managers, ensures needed resources such as staffing and equipment are in place to properly support patient care services and improve efficiency of support services provided.
- Oversight, preparation, and assurance of compliance with all reporting requirements of the MOHLTC, OH EAST and/or other agencies related to support services
- Co-ordinates with Managers annual Budget, Goals and Objectives for each support service department.
- Ensures that Building and Building Service equipment is conducive to supporting patient care services and supporting the Accessibility for Ontarians with Disabilities Act (AODA).

#### Human Resources

- Develops and maintains the organizational design and support required for the Financial and Support Services departments.

#### Co-ordination and Communication

- Participates in internal and external Hospital committees related to clinical services and other administrative functions within the Hospital. Facilitates communication between Senior Leadership and Support Service departments. Maintains professional growth and development through seminars, workshops, professional affiliations and courses.

## JOB SPECIFICATIONS:

### Required

- Undergraduate Degree, i.e. Baccalaureate Business Administration or equivalent
- Professional Accounting Designation CPA, (CA, CGA or CMA) and maintaining designation.
- Minimum 10 years of progressive Hospital Financial Management experience
- Excellent leadership, interpersonal and presentation skills

### Preferred

- Experience as part of a Senior Leadership or Management Team.
- Proven experience as a Team player

Interested applicants are invited to send a resume and letter of application, in confidence, by Friday June 28, 2024 to HR@psfdh.on.ca.

The Human Resources Department  
Perth and Smiths Falls District Hospital  
60 Cornelia Street West  
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Website - [www.psfhdh.on.ca](http://www.psfhdh.on.ca)

*Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance. We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.*