

**PERTH & SMITHS FALLS HOSPITAL
EXTERNAL JOB POSTING**

DATE: August 26th, 2021

DEPARTMENT: FINANCE

POSITION: TEMPORARY FULL-TIME FINANCIAL ANALYST

Summary of Duties:

Reporting to the Manager of Finance as an integral member of the Finance Team, The Financial Analyst will provide financial and accounting expertise to support the Hospital and its decision-making processes. Responsible for accurate and timely financial information. This position will assume key responsibilities for the analysis of financial information and reporting, both internally and externally.

Duties and Responsibilities:

General Accounting

- Prepares and posts journal entries (monthly, quarterly, annually).
- Performs completion of assigned balance sheet reconciliations within specified timelines.
- Performs quarterly and year-end adjustments and accruals of general ledger balances as required.
- Provides analysis and reconciliation of key financial issues.
- Assist with the preparation of the operating and capital budget, ensuring compliance with MIS/OHRS and GAAP standards.
- Assist department Managers with departmental variance analysis, and budgets as required.
- Updates the general ledger for both month-end and year-end close procedures pertaining to all financial sub-systems.

Financial Reporting & Statistics

- Assist with the preparation of external financial reports (i.e. MIS trial balance submission, SRI, HIRF, HAPS), ensuring compliance with MIS/OHRS and GAAP standards.
- Performs analysis and reconciliation of key financial issues, providing recommendations to Manager.

Financial Reporting & Statistics

- Analysis and preparation of reporting with respect to separately-funded programs.
- Prime financial and budgeting contact for separately-funded programs.
- Ad-hoc financial and statistical analysis, reporting and interpretation.
- Participates in development of electronic management information and reporting solutions.
- Ensures compliance of all account structures and reporting with MIS and OHRS standards revisions in consultation with others as required.

Fixed Assets & Other

- Maintain Fixed Assets module, ensures reconciliation to General Ledger and completes monthly capital report.
- Assists with capital budget and calculates amortization budget.
- Other Finance Department duties as assigned.

Minimum requirements/ qualifications must have:

- Graduate of a post-secondary accounting/business program.
- CPA (CA/CMA/CGA) designation, or actively pursuing designation.
- Minimum of 3 years of working experience in accounting/finance role, preferable in a health care setting.
- Ability to balance multiple work demands to achieve deadlines and reporting requirements.
- Ability to take initiative and act independently using good judgement as well as accept direction.
- Demonstrated experience in variance analysis and account reconciliations.
- Ability to work independently and as a team when required.
- Sound financial management and accounting knowledge.
- Excellent Microsoft excel skills, with demonstrated proficiency in other Microsoft applications (i.e. Word, Power Point)
- Excellent verbal and written communication skills.

Assets:

- Completed OHA Hospital Accounting/ Health Care Financial Course.
- Completed OHA/CIHI MIS Courses.
- Experience using Meditech software would be an asset.

Shifts:

- Monday- Friday

Closing date: September 2nd, 2021

Christian Rattray

Human Resources

Applications should be submitted via e-mail to hr@psfdh.on.ca by 4:00 pm on the application deadline.