

SENIOR FINANCIAL ANALYST

DEPARTMENT:	Finance
REPORTS TO:	Manager, Finance
STATUS:	Permanent Full-time
SHIFT:	Days
COMPENSATION:	Commensurate with Experience
UNION:	Non-Union
AVAILABLE TO:	Internal & External Candidates
DATE POSTED:	January 24, 2023

As innovative leaders in rural health care delivery, Haliburton Highlands Health Services (HHHS) offers the spectrum of services with the goal of achieving improved local access to health services and quality of care for patients, residents and clients. HHHS promotes wellness and provides high quality health services including Primary Care, Hospital Care (Acute In-patient and Emergency Care), Long-term Care, End-of-Life Care, Mental Health and Addictions Care, and an array of Community Support Services on two sites. New investments in community programs, including a Geriatric Assessment and Intervention Network (GAIN) Team, a Palliative Care Community Team, Assisted Living Services for High-Risk Seniors and a Community Physiotherapy Clinic are all focused on supporting the residents of the Haliburton Highlands to stay healthy in their homes for as long as possible.

POSITION DESCRIPTION:

Haliburton Highlands Health Services (HHHS) has an exciting opportunity for a highly motivated, self-starting individual with strong accounting and organizational skills to join the team as our Senior Financial Analyst. Reporting to the Manager, Finance, the Senior Financial Analyst will have responsibility for providing services in relation to accounting, business analysis and management decision support for the overall organization. This includes: general accounting; monthly and quarterly management reporting; meaningful results analysis; government reporting; and annual audits for the organization. They will also play a role in business analysis and management decision support by: creating and maintaining detailed budget models; designing and providing valuable management reports and metrics; working with managers to provide thorough analyses of results against budget and forecast.

POSITION RESPONSIBILITIES:

- Prepares monthly journal entries and analyses
- Prepares consolidated financial statements for various stakeholders
- Prepares quarterly variance reports for stakeholders to facilitate decision making
- Responsible for maintenance of chart of accounts and compliance with financial reporting guidelines
- Involved in budgeting process and support to management
- Provide sound and timely financial and business information to the Finance Manager, CFO, executive leadership team, and clinical programs
- Performs detailed reconciliations
- Monitor, analyze and reconcile variances from approved plan, consolidating remedial action plans to attain budgeted targets and mitigate run rates
- Assist in the preparation of cash flow, working capital and total margin projections and analysis
- Assists in year-end audit
- Assists as required in ad-hoc/specialized assignments including change management
- Prepare and evaluate key statistical and financial performance indicators

QUALIFICATIONS:

To achieve this, the successful candidate must possess:

- Post-secondary degree in a relevant field (e.g. Accounting/Business Administration and/or relevant field)
- Professional Accounting Designation is preferred
- Previous experience in preparing budgets, analyzing financial and related statistical data to identify trends, relationships, and opportunities
- Ontario Health Reporting Standards (OHRS) knowledge and exposure to DADS and NACRS is an asset
- Strong aptitude for analysis, interpretation, and presentation of financial and statistical data
- Ability to take initiative, communicate and embrace challenges
- Sound professional judgment, initiative, and the ability to multi-task and meet tight deadlines
- Experience or knowledge of in-house payroll
- Advanced computer and information systems skills including Excel, Word
- Excellent organization, communication, and interpersonal skills

SUBMIT RESUME TO:

Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON, K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609

PLEASE QUOTE JOB NUMBER:

2023-10

DEADLINE TO APPLY:

February 15, 2023 @ 1600 Hours