

## Financial Analyst

Location: Elliot Lake, Ontario

Salary: \$75,192.00 - \$95,121.00

St. Joseph's General Hospital Elliot Lake (SJGHEL) is seeking a **Financial Analyst** to join our team. The role will be reporting to the VP Finance and Corporate Services/Chief Financial Officer (CFO). The Financial Analyst will provide subject matter expertise and support to other managers in the organization, contribute to project planning, and take on the day-to-day accountability of the financial lifecycle. The individual will promote the integration of technologies in an effective way to enhance the departments support of the organization.

We are seeking a highly skilled Financial Analyst to join our dynamic team! In this role you will wield your expertise in financial reporting and internal controls to ensure our hospital remains compliant with Ministry of Health reporting and Public Sector Accounting Standards. You will be the mastermind behind the scenes, developing and coordinating the preparation of our annual corporate operating and capital budget. Additionally, you will impress us with your ability to complete a variety of time-specific Ministry/OHN required submissions throughout the fiscal year.

The successful candidate must have a bachelor's degree in business or related field, and a Financial Accounting Designation (or working towards it) is preferred. The successful candidate will also have three (3) to five (5) years' experience including three (3) to four (4) years' experience in the Not-for-Profit industry (healthcare preferred). Experience in analyzing and interpreting financial data and preparation of financial reports and projection.

Send your resume and cover letter showcasing your skills! To view the full job description and apply please go to <https://sjghel.ca/careers/> This posting will remain active until filled; however, the search committee will begin to review resumes April 24, 2024.

We offer a competitive salary and vacation, extended health and dental benefits, and a pension plan through HOOPP.

***SJGHEL Thanks all applicants. Only those selected for interviews will be contacted.***

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Financial Analyst	<b>DATE PREPARED:</b>	January 9, 2024
<b>DEPARTMENT:</b>	Finance	<b>DATE REVISED:</b>	April 12, 2024
<b>PROGRAM:</b>		<b>LOCATION:</b>	SJGHEL
<b>AFFILIATION:</b>	Non-Union	<b>PAYBAND:</b>	Grade I

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### **KEY FUNCTION:**

The Financial Analyst provides expertise in accuracy of financial reporting and maintaining internal controls to ensure the Hospital is compliant with Ministry of Health reporting and Public Sector Accounting Standards. Develops and coordinates the preparation of the annual corporate operating and capital budget. Completes a variety of time specific Ministry/LHIN required submissions throughout the fiscal year. This position requires a deep understanding of financial principles, attention to detail, and strong analytical skills. Creates numerous financial based spreadsheets and reconciliations as support for management decision making.

### **REPORTING:**

Under the general direction of the Vice-President Finance and Corporate Services, Chief Financial Officer

### **DUTIES:**

1. Prepare monthly financial performance reports with comprehensive analysis in consultation with managers.
2. Work autonomously to analyze financial results and work with CFO to interpret and present the financial impact of operational decisions as well as identify areas of process improvement by providing evidence-based information to execute decisions and monitor results.
3. Work with related programs or business units to develop forecasts, capturing any emerging trends, cost saving strategies to project budget surplus/ deficit, provide management with analytical trending data and develop an effective method of tracking identify initiatives.
4. Key participant in annual operating and capital budget cycle for the development of a multi-year Healthcare Centre Operating and Capital Plan using World Software / Budman, working collaboratively, supporting, and advising with CFO to develop annual operating plans and budgets (including identification of opportunities to improve financial performance and efficiencies).
5. Liaise with all relevant stakeholders to ensure timely accurate financial and statistical reporting and adherence to monthly/quarterly and year-end timetables.
6. Prepare for management review related Ministry of Health (MOH) financial and statistical documents related to any assigned programs in accordance with established guidelines and timelines.
7. Assist and support the following processes: Self Reporting Initiative (SRI) Submission: Hospital Quarterly, Community Quarterly, Statistical and Financial Data Submission: MIS Trial Balance Submission.
8. Develop customized reports and visually impactful presentations for various stakeholders including monthly financial results presentations, reports on key performance indicators, etc.
9. Ability to work with a diverse team and in an environment that values diversity and equity.
10. Review outstanding amounts from Cancer Care Ontario, Patients, Residents, Insurance claims, WSIB for accuracy.

## JOB DESCRIPTION

11. Review admission and discharge activity and daily unit census reports to ensure accuracy of records.
12. Performs various associated duties in all the Finance modules including Payroll, Billing/Accounts Receivable and General Ledger.
13. File Charity returns with CRA for the Hospital/Foundation, review and record donation transactions and issues Income Tax Receipts, Liaison with Auditors.
14. Assist and maintain financial account information for our Long-Term Care residents including finalization of accounts & financial statements and submission of LTC reports to ministry.
15. Prepare financial and statistical component for St Joseph's Foundation including finalization of accounts & financial statements, assist and maintain all financial account information.
16. Prepares year end working papers for audit purposes.
17. Represent the department or program on various committees and in meetings as required.
18. Assumes other duties as may be assigned.

### **QUALIFICATIONS**

#### **EDUCATION AND TRAINING:**

1. Bachelor's degree in business or related field.
2. Financial Accounting Designation (CPA) or working towards it.

#### **EXPERIENCE:**

1. Three (3) to five (5) years' experience including three (3) to four (4) years' experience in the Not-for-Profit industry (healthcare preferred).
2. Experience in analyzing and interpreting financial data and preparation of financial reports and projections.

#### **KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of, and willingness to support SJGHEL's Mission, Vision & Values of Compassion, Humility and Harmony, Respect, Integrity, Social Responsibility and The Sacredness of Life.
2. Functional knowledge of accounting principles for Charities and Hospital Not-for - Profit Corporations Act, Broader Public Sector Accountability Act, and Hospitals Act.
3. Demonstrated superior time management, prioritization, organization, critical thinking, and problem-solving skills.
4. Demonstrated proficiency in Microsoft Excel (intermediate to advanced) required.
5. Demonstrated ability to analyze data and convert it into useful information for decision-making.
6. Demonstrated ability to utilize process improvement methodology to effectively map-out existing processes and analyze their effectiveness.
7. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
8. Ability to use tact and discretion in dealing with all stakeholders.
9. Demonstrated superior interpersonal and communication skills, both written and oral, with the ability to articulate business issues to finance and non-finance audiences.

#### **OTHER:**

1. Bilingualism is an asset