



FINANCIAL ANALYST (Full-time) Posting 2018-03

The Almonte General Hospital/Fairview Manor/Lanark County Paramedic Services has been recognized for providing exemplary care to its local residents and the surrounding population for generations. With 450 dedicated and highly trained staff members and a growing number of physicians, we proudly offer the attention and personal care that only a small community hospital can provide. We are a 52-bed Hospital that offers an extensive range of services including a complete range of obstetrical care, 24-hour Emergency Department, Medical/Surgical Services, Complex Continuing Care and a growing Perioperative Program. Our team of Paramedics provide services for over 57,000 residents throughout Lanark County and our Long Term Care facility is currently the home to 112 residents. Our organization provides a continuum of excellent, efficient and integrated services with our focus being to improve the health and quality of life of those we serve.

We are currently seeking a **Financial Analyst** to join our team.

Reporting directly to the Vice President & Chief Financial Officer, the Financial Analyst will provide monthly financial reporting for the hospital; assists in the development and reporting of the annual budget; preparation and submission of quarterly and annual submissions to Champlain LHIN; coordination of year-end audit procedures and annual statements; and, other external reporting as required.

Key Responsibilities:

- Provides timely and accurate accounting and finance services while complying with all legislative requirements and corporate policy
- Ensures an adequate system of internal control is maintained and supports the financial audits
- Collaborates with the Finance Team to assist with month/year end closing processes
- Delivers timely and accurate transaction analysis to support the financial results, perform financial analysis on the organizations business performance and supports the business plan and forecast preparation.
- Determines cost of operations by establishing standard costs and collection of operational data
- Guides the cost analysis process by establishing and enforcing policies & procedures; providing trends and forecasts; explaining processes and techniques; recommending actions
- Improves the financial status by analyzing results, monitoring variances, identifying trends, reviewing data and making recommendation to management
- Reconciles transactions by comparing and correcting
- Maintains database by entering, validating and backing up data
- Analyzes and interprets data and makes comparative analyses, studying proposed changes in methods and materials
- Protects operations by keeping financial information confidential

Qualifications:

- Post-secondary degree in Accounting or Business preferred
- Accounting designation or working to achieve designation preferred
- Sound knowledge of Health Care Accounting, MIS Guidelines
- Minimum of 3 years' experience in a hospital setting is preferred
- Requires excellent computer skills with a sound working knowledge of Excel, Word and Accounting software packages
- Ability to work independently
- Excellent oral and written communication skills
- Ability to deal with multiple demands and changing priorities
- Solid organizational skills
- Highly analytical and detail oriented
- Ability to maintain strictly confidential information

Qualified candidates are invited to submit their resumes by no later than noon on Friday May 25, 2018 to:

Cyndy Woods, Human Resources Integrated Business Partner
Email: careers@agh-fvm.com

We thank all candidates who apply; only those selected for an interview will be contacted.

If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.