

FINANCIAL ANALYST

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| 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: | October 21, 2021 |

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 the Financial Analyst. Reporting to the Manager, Finance, the Financial Analyst will work with the finance team to achieve and maintain effective financial management, control, and planning throughout the organization. This position will assist with the preparation of financial statements and reconciliations; conduct ad hoc data collection, benchmarking, analysis, and reporting; assist with the budget process; work with the operations teams on both sites; and assist with the external audit. In addition, the Financial Analyst will assist with reporting to the Ministry of Health, Ontario Health, and other external stakeholders.

QUALIFICATIONS:

To achieve this, the successful candidate must possess:

- Post-Secondary degree/diploma in Business or equivalent
- Professional Accounting Designation is preferred
- Previous experience in preparing budgets, analyzing financial and related statistical data to identify trends, relationships, and opportunities – ideally within the public healthcare sector
- Experience or knowledge of in-house payroll
- Advance computer and information systems skills including Excel
- Ability to work with large amounts of data to produce accurate, timely, concise readable reports in a fast-paced environment
- Excellent organization, communication, and interpersonal skills
- Ability to work independently and within a team setting
- Preference will be given to candidates having experience with MIS/OHRS guidelines, Ministry reporting and exposure to DADS and NACRS

SUBMIT RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON, K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-2398**

PLEASE QUOTE JOB NUMBER:

2021-60

DEADLINE FOR APPLYING:

November 17, 2021 @ 1600 Hours

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.