

## **MANAGER, FINANCE**

<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	VP Support Services & CFO
<b>STATUS:</b>	Temporary - Full-time (1.5 years)
<b>SHIFT:</b>	Days
<b>COMPENSATION:</b>	Commensurate with Experience
<b>UNION:</b>	Non-Union
<b>AVAILABLE TO:</b>	<b>Internal &amp; External Candidates</b>
<b>DATE POSTED:</b>	December 6, 2022

*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. 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, managerial and organizational skills to join the team as the Finance Manager. This position will be responsible for accounts payable, accounts receivable, general ledger, budgeting, audit, costing, financial reporting and analysis, in addition to hiring, evaluating and mentoring staff in Finance and Payroll departments.

### **QUALIFICATIONS:**

Working closely with the VP Support Services & CFO, the Manager will ensure the completion of accounting functions according to Generally Accepted Accounting Principles and Public Sector Accounting Standards. To achieve this, the successful candidate must possess:

- Post-secondary diploma or degree in Finance or equivalent.
- Professional Accounting Designation – CPA, CA/CMA/CGA.
- Minimum of 3 years recent managerial experience in accounting, preferably in the healthcare environment.
- Demonstrated expertise in accounts receivable, accounts payable, payroll, audit and general business office and finance processes.
- In-depth knowledge of financial analysis/reporting and accounting principles and practices.
- Excellent working knowledge of financial systems as well as spreadsheet, database and word processing applications. Experience with Microsoft Office Suite, Microsoft GP Dynamics Financials, Quadrant QHR Payroll, EPIC, and Point Click Care would be an asset.
- 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](mailto:hr@hhhs.ca)  
Fax: 705-457-4609**

### **PLEASE QUOTE JOB NUMBER:**

**2022-98**

### **DEADLINE FOR APPLYING:**

**December 21, 2022**