



**espanola**  
regional hospital and health centre  
hôpital régional et centre de santé  
**d'espanola**

## **ESPANOLA REGIONAL HOSPITAL AND HEALTH CENTRE**

### **Finance Officer**

Espanola Regional Hospital and Health Centre (ERHHC) is currently seeking qualified candidates for a permanent full-time **Finance Officer**. The successful candidate will play an integral role in the development of the annual operating budget while providing leadership and support to the finance team. Reporting directly to Chief Financial Officer, the Finance Officer must be a highly motivated individual who demonstrates superior technical skills combined with an attention to details.

### **KEY RESPONSIBILITIES**

- Coordinate, monitor, and control all monthly processing to General Ledger while ensuring completion, comprehensiveness, timeliness, relevancy, and accuracy.
- Prepare and assist with financial and statistical information reporting in compliance reporting standards within established time-lines for the Hospital and associated organizations.
- Review work of finance office staff.
- Assist with all budget preparation and ongoing management of budget integrity.
- Reconcile bank and other assigned accounts on monthly basis.
- Remain current on the financial modules and other related software as required.
- Process all non-profit financial information, prepare financial reports, analyze as requested.

### **QUALIFICATIONS**

Qualified candidates will have 5 years accounting experience, including financial statement preparation in accordance to GAAP, with the minimum of a three-year post-secondary accounting program. Preference will be given to candidates with experience working in a hospital setting with knowledge in MIS standards/Ontario Hospital Reporting guidelines and working with Meditech software applications.

To apply in confidence, please forward your resume together with a cover letter outlining your relevant experience and qualifications to:

Human Resources Manager  
Espanola Regional Hospital and Health Centre  
825 McKinnon Drive  
ESPANOLA, ON P5E 1R4  
Fax (705) 869-4039  
Email: [recruitment@esphosp.on.ca](mailto:recruitment@esphosp.on.ca)

Consideration of applicants will begin immediately and continue until the position is filled or the posting is withdrawn. Thank you for your interest. Only applicants who have been selected for an interview will be contacted.