

Join our team!

Finance Officer – 18 month contract

We are currently looking for a temporary full-time Finance Officer to fill an 18-month contract. The successful candidate will play an integral role in the development of the annual operating budget while providing support to the finance team. Reporting directly to the Manager of Finance, the successful candidate is a highly motivated individual who demonstrates superior attention to detail, excellent judgement, and proven communication skills.

In addition, the successful candidate will foster and support a team environment to ensure the attainment of our organization objectives and will act as a role model for all staff and promote the reputation of the facility in the community. This will be accomplished through active employee involvement, continuous training, and development, and commitment to compliance with policies, procedures, and standards.

The Espanola Regional Hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This position will remain open until filled.



espanola
regional hospital
and health centre

Qualifications:

Qualified candidates will have 5 years accounting experience, including financial statement preparation in accordance with 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. Bilingualism in French and English is an asset but not required.

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 timelines for the Hospital and associated organizations.
- 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.

Benefits:

This position offers a competitive compensation package including paid vacation and sick leave, health and dental benefits, life insurance and pension plan. Starting wage is \$38.795 to \$43.661 depending on experience.

To apply, please email your resume outlining your relevant experience to:

recruitment@esphosp.on.ca