

JOB OPPORTUNITY

JOB TITLE: FULL-TIME FINANCIAL & STATISTICAL ANALYST
JOB REF NO: 33-2017
DEPT: FINANCE
SITE: CORPORATE (LAVERENDRYE GENERAL HOSPITAL)
UNION / NON: NON-UNION

QUALIFICATIONS:

- Minimum of 3 year Finance Diploma/Degree from a recognized College/University or currently enrolled in the CPA (CA, CMA, CGA) program at an equivalent level
- Minimum of 3 years related and progressive work experience
- The Financial & Statistical Analyst is required to:
 - work independently
 - be dependable, versatile, highly motivated, competent, cooperative
 - show initiative
 - be innovative, illustrate superior communication skills, maintain strong interpersonal relationships, have the ability to effectively read, clearly speak and legibly write the English language
 - maintain a high level of organization
 - demonstrate an ability to carry out the assigned responsibilities
 - have a high degree of confidentiality and honesty
 - be physically capable of performing the essential duties of the job
 - experience with databases (ie. SQL, Access, etc.) and extracting information from them, would be an asset
 - experience in health care would be an asset

RESPONSIBILITIES:

- Perform financial and statistical analysis for Riverside Health Care programs across the health care continuum with a focus on the delivery of timely and reliable data monitored and enhanced through the use of performance analytics and a focus on quality, risk, efficiency & effectively and processes.
- Develop, maintain and prepare automated reports as assigned
- Assist with the maintenance, identification, monitoring and implementation of internal controls, budgets, forecasting models
- Liaise, engage, consult and collaborate with management, staff, residents/patients/clients, families and external stakeholders, as required
- Prepare journal entries for approval and entry
- Assist with the reconciliation of general ledger and sub ledger accounts
- Preparation of all monthly bank reconciliations (including but not limited to the LaVerendrye, Foundation, Emo, Rainy River)
- participate in a team oriented and integrated environment
- Ensure timelines are adhered to

Interested and qualified candidates are invited to submit their resume and Employment Application form by using one of the following options:

1. Email to: Human.Resources@rhcf.on.ca
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.