



Group Health Centre

Financial Analyst Permanent Full Time

Compassion

Respect

Kindness

Accountability

The Organization:

The Group Health Centre is a progressive multi-speciality ambulatory care health care organization, and is one of Canada's first consumer-sponsored health care facilities. As Ontario's largest and longest-established alternatively funded healthcare organization, Group Health Centre serves over 70,000 Sault Ste. Marie and Algoma District residents.

Position Summary:

The Financial Analyst duties include: prepare and analyze financial statements (both monthly and annual) and report any variances between actual and budgeted; prepare year end reports including working papers for external auditors; maintain the general ledger and financial reporting software/templates; compile statistical reports and financial projections; assist in preparation of departmental budgets; monitor daily cash balances and transfer of funds.

Required Qualifications:

- University degree in Accounting or Business Administration

The Ideal Candidate will Possess:

- Minimum two years Financial Analyst experience
- CA; CGA; CMA; CPA designation(s) an asset
- Advanced knowledge and ability with computerized accounting applications, spreadsheet(s) and work-processing applications; Microsoft Excel and Word
- Excellent analytical, organizational and prioritization skills; able to meet deadlines
- Well-developed self-awareness, self-management, social awareness and relationship management skills.
- Excellent communication skills, both verbal and written
- Demonstrated ability to establish and maintain successful working relationships
- Demonstrated ability to work independently and interdependently as part of a team
- A solid track record of maintaining privacy and confidentiality for all patients and staff

Operations:

Monday to Friday – Business Hours
Weekends & Holidays Off

Applications By:

November 23, 2018

Please apply to recruitment@ghc.on.ca

We thank all applicants, however only those under consideration will be contacted.

Interested applicants are asked to submit a **cover letter** and **resume** indicating their qualifications for the position by **November 23, 2018**. Well-developed self-awareness, self-management, social awareness and relationship management skills. Those selected for interviews will be required to demonstrate their qualifications and required skills and abilities as outlined above. Group Health Centre is committed to an application and interview process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code/AODA. Applicants need to make any accommodation requests for the application or interview process known in advance by contacting the Human Resources Department at 705-759-5589.

***Please note the Group Health Centre is a Scent Sensitive Organization.**
www.ghc.on.ca