

Position: Financial Analyst	Union/Non-Union: Non-Union
Job Status: Permanent Full-Time	Hourly Rate: \$35.39 - \$41.41
Reports to: Manager of Finance	Start Date: ASAP

Almonte General Hospital and Carleton Place & District Memorial Hospital created the Mississippi River Health Alliance (MRHA) in 2016 to formalize their commitment to work together to improve each patient and resident’s overall health care experience through a strong, coordinated system of care. An integrated Senior Team leads the two Hospitals, as well as Fairview Manor and Lanark County Paramedic Service which are operating divisions of AGH. Over 600 caring staff, physicians and midwives provide excellent primary, acute and long-term care to citizens of Lanark County, West Ottawa and Renfrew County.

The Finance Department has an opening for a **Financial Analyst**. Reporting to the Manager of Finance, the incumbent is responsible for providing monthly financial reporting for Carleton Place & District Memorial Hospital, Almonte General Hospital including Fairview Manor and Lanark County Paramedic Services. Assists in the development and reporting of the annual budgets; preparation of quarterly and annual submission to Ontario Health East and Ministry of Long-Term Care and coordinates year-end audit procedures and other external reports.

Duties and Responsibilities

- Prepares month end journal entries for the MRHA sites including updating and reconciling prepaid expenses, capital assets, funding allocations, accruing of monthly, quarterly and annual revenue and expenses and intercompany transactions
- Drafts monthly financial statements and identifies route cause for variances
- Provides support with the monthly accountability process, finance projects and annual audits
- Prepares financial and statistical reports

Qualifications

- Degree or diploma or equivalent combination of education and experience in Accounting or Business
- A minimum of 3 years’ experience in Finance, preferably in a hospital/healthcare setting
- Chartered Professional Accountant or working to achieve CPA designation is preferred

Competencies and Personal Attributes

- Excellent computer skills with working knowledge of Excel, Word and Accounting software
- Effectively able to manage competing priorities and meet deadlines
- Highly analytical and detail oriented
- Ability to work independently and maintain confidential information
- Excellent oral and written communication skills
- Sound knowledge of Health Care and MIS Guidelines

Qualified candidates are invited to submit their resumes by **June 17th, 2024 at 4pm** to:

Angela McLean, Manager, Human Resources: angmclean@mrha.ca

We thank all candidates who apply. Only those selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices – If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.

Please note that according to the MRHA Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.

Mississippi River Health Alliance (MRHA) is committed to fostering a culture of diversity, equity, inclusion and belonging. We believe that embracing diversity in all its forms enriches our workplace and enhances the quality of care we provide to our patients, residents and community. We are dedicated to creating an environment where every individual feels valued, respected and supported regardless of race, ethnicity, gender, sexual orientation, religion, age, ability or background. We aim to create a workplace where everyone can thrive and contribute to our shared mission of providing integrated health care that meets the evolving life-long needs of our communities.