

Job Description

Job Title:	Director of Finance	Job Category:	Senior leadership team
Department/Group:	Administration	Travel Required:	No
Location:	NE ONE region	Position Type:	Permanent Full time
Level/Salary Range:	\$117,000 to \$146,000	Date Posted:	16 October 2023
HR Contact:	Richard Beauchamp	Posting Expires:	31 October 2023

Job Description

Reporting to the ONE CEO, the Director of Finance oversees all ONE accounting activities, including timely reporting and analysis, budget planning and control, cash management, and treasury and tax handling functions, in accordance with professional and industry standards.

The Director of Finance is responsible for organizing, planning, controlling and directing all of ONE HIT's financial activities.

ROLE AND RESPONSIBILITIES

- Policies, Procedures, and Systems
 - Develop and implement financial policies, systems and procedures for the ONE corporation.
 - Develop and implement budgeting, forecasting, and financial reporting systems, accounting procedures, internal controls, and other financial control functions that are aligned with and satisfies the needs of the ONE partners.
 - Ensure that accounting practices are carried out in compliance with generally accepted accounting principles.
- Budgeting, Forecasting, and Reporting
 - Coordinate the financial planning and budget process, and analyze and correct estimates.
 - Monitor, project, and report on cash flow; examine balance sheet accounts for unusual activity and reconcile accounts on a quarterly basis.
 - Complete, analyze, and ensure accuracy of various key corporate financial reports within prescribed timelines and according to the specific needs of stakeholders and funding or governing agencies.
 - Create and maintain required records in accordance with organizational standards to achieve necessary level(s) of record-keeping detail.
 - Attend and present various financial reports at Board and Committee meetings as requested.
 - Assist the external auditors as required to conduct their analysis and prepare financial statements and reports.
 - Assist senior managers with the preparation and distribution of monthly, annual and ad hoc financial reports as requested by Board of Directors or ONE Member hospitals.
- General and Statistical Ledger
 - Create and/or assist with creation and maintenance of chart of accounts.

- Timely posting of all transactions to General Ledger including feeder module applications such as Payroll, Materials Management and Accounts Payable
- Purchasing
 - Create purchase orders as requested and receive items as required.
 - Maintain MM feeder module to ensure accuracy of MM accruals, purchase order status and all other critical components of MM module.
- Accounts Receivable and Payable
 - Prepare, verify and submit assigned payments as required.
 - Develop and maintain a payment schedule for project funds due from ONE partners and collect these funds in a timely manner.
 - Monthly tracking and reconciliation of funding from sources other than the ONE partners (e.g. Ministry of Health funding programs).
 - Reconcile all ONE Initiative affiliated bank accounts.
- Analysis
 - Analyse and review assigned general ledger accounts for validity and accuracy.
 - Notify and report to senior management concerning any trends that are critical to the organization's financial performance.
 - Preparation of variance analysis to identify significant monthly or year-to-date variances. Explanations for variances are investigated and documented to ensure appropriate actions are taken.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated excellent financial analysis, budgeting, and forecasting skills.
- Proven facilitation, collaboration, problem solving and leadership skills
- Demonstrated understanding of Generally Accepted Accounting Principles (GAAP).
- Demonstrated superior technical, analytical, and problem-solving skills, with the ability to formulate recommendations.
- Demonstrated excellent presentation skills.
- Demonstrated excellent computer skills with proficiency in Microsoft Office software, e.g. Word, Excel, and Outlook and patient information systems.
- Demonstrated superior interpersonal and communication skills, both written and verbal.

EDUCATION AND EXPERIENCE

- CPA designation
- Minimum of five (5) years' experience working in an Accounting department, preferably in a health care environment.
- Experience using Meditech financial systems is an asset.

ADDITIONAL NOTES

Interested candidates can apply by submitting a letter of interest and resume at <https://necare.ca/join-our-team/>

ABOUT ONE

The ONE (one person, one record, one system) Initiative is a north east region-wide transformational project to improve the delivery of patient and family-centred care through the creation of a single electronic health information system (HIS), built with a common set of standards. The primary goal of this initiative is to enhance safe, evidence based and patient & family focused care through a clinical transformation enabled through workflow redesign and supported through technology systems.

The ONE Initiative will help make delivering quality care more efficient and effective for health providers, and support improvements in-patient care and safety by linking regulated health care professionals with up-to-date patient information. Through this initiative, hospitals in Northeastern Ontario will move from a fragmented charting environment (paper and multi-systems) to one that consolidates the number of systems and vehicles used to capture clinical and administrative information.

When the transition is complete, a new shared service organization, ONE Health Information Technology Services (ONE-HITS), will provide a variety of ONE HIS support and implementation related services to the 23 member hospitals. A comprehensive governance framework will keep members informed and provide a variety of vehicles for member oversight and feedback

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time