



As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities. With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation, social work and telemedicine. For more information about Geraldton District Hospital, visit www.geraldtondh.com

Financial Services Supervisor Permanent Full-Time (Non-Union)

The Financial Services Supervisor is responsible for the provision of all day-to-day financial functions for Geraldton District Hospital.

Duties Include:

- Provide financial and statistical data entry into the Hospital accounting system.
- Ensure the accounting system reports are in compliance with MIS and Ontario Hospital Reporting System (OHRS) guidelines.
- Responsible for the reporting of MIS financial and statistical indicators as established with senior management.
- Responsible for the internal and external financial reporting for the Geraldton District Hospital and the implementation of any required changes under the Ministry of Health and Long-Term Care (MOHLTC) CIHI guidelines and the Ontario Hospital Reporting System.
- Monitor and control data entry into the Hospital accounting system.
- Review, revise and maintain the financial and statistical chart of accounts.
- Compile, input and ensure accuracy of monthly financial and statistical journal entries into the Hospital accounting system.
- Prepare and file HST returns per established reporting deadlines.
- Prepare the monthly bank reconciliation.
- Prepare various financial working papers monthly and annually as required.
- Maintain related files, correspondence and records related to finance.
- Prepare, maintain and distribute required documentation and correspondence related to donations.
- Provide relief for the Scheduling and Payroll Clerk for payroll preparation and related payroll functions.
- Develop and maintain policies and procedures related to finance.
- Apply policies and procedures to ensure consistency and standards of service.

- Assist with the preparation of annual operating budget/Hospital Annual Planning Submission (HAPS) with input from the department managers.
- Assist with the coordination and completion of the annual HAPS, including completion of all MOHLTC templates.
- Coordinate the annual audit of financial statements with external auditors.
- Prepare working paper file for external audit.
- Submits monthly and quarterly financial reports for other programs as outlined in service agreements.
- Ensures appropriate MIS account allocations are made for all operating and capital purchase and projects.
- Ensure other government reports are completed and requests submitted, as required.
- Ensures integrity of financial software applications in coordination with software support providers and the information technology department.
- Shares Administration On-Call coverage.

Qualifications:

- General Business Accounting diploma or equivalent current and related experience.
- Recent, related financial and administrative experience in a health care setting.
- Knowledge and understanding of MIS principles and MOHLTC reporting requirements.
- Demonstrated knowledge and proficiency in current computer applications, including Excel spreadsheet application.
- Bilingualism in both official languages is an asset.
- Knowledge and understanding of the Indigenous cultures/languages is an asset.
- Demonstrated initiative in managing multiple priorities with excellent organizational, interpersonal and time management skills.
- Demonstrated competency in working with all levels of management and staff.

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.

If you are interested in this challenging opportunity, please submit your application and resume in confidence, by **16:00 on Friday September 22, 2023**, via email, to:

hr@geraldtondh.com