



Addiction & Mental Health Services | services de lutte contre les dépendances et de santé mentale  
Kingston Frontenac Lennox & Addington

Position:	Financial Analyst - Reporting	Competition Reference:	2019-109 KFLA
Required Shifts:	Monday - Friday	Reports to:	Assistant Controller
Vacancies:	1	Hourly Rate:	To be Determined
Job Status:	Permanent Full Time		
Location:	Kingston, Ontario	Union/Non-Union:	Non-Union

**Job Summary:**

The function of the Financial Analyst - Reporting is to work collaboratively within the Finance department delivering consistent, accurate, and timely information while providing excellent customer service to all internal and external stakeholders.

The incumbent will ensure the preparation of monthly financial statements accurately reflect the financial health of the organization. This position will provide a support to the Director of Finance in the Agency’s annual operating planning process and decision support.

In addition, the Financial Analyst - Reporting will support all Ministry of Health and Long-Term Care reporting requirements and support an environment of continues improvement in order to achieve operational efficiencies.

**Minimum Qualifications:**

- University Degree in Accounting, Business or Commerce
- Completed or near-completion of professional accounting designation (CPA-CGA, CPA-CMA, CPA-CA) required
- Completed or enrolled in Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) is highly desirable
- Proficiency in Microsoft Excel, Microsoft PowerPoint, Microsoft Dynamics/ Great Plains
- Previous, relevant experience in the hospital/healthcare environment
- Solid experience in computerized financial programs and Great Plains report writing
- Proven ability to calculate, post and manage accounting figures and financial records
- Demonstrated ability to work effectively both independently and collaboratively with a positive customer service mind-set

**Knowledge, Skills and Abilities:**

- Prepare and post all accrual journal entries in accordance with Public Sector Accounting Standards
- Maintain the general ledger financial reporting structure
- Support the Assistant Controller to coordinate, plan and develop the monthly financial statement package which is provided to internal users
- In collaboration with the Accounting and Payroll Team ensure that all transactions posted in Great Plain meet Public Sector Accounting Standards
- Coordinate, plan and submit timely Ministry of Health and Long-Term Care reports such as MIS Trial Balance, SRI, MSAA, AIR, ARR, and other ad-hoc Ministry, LHIN and Municipal submissions
- Monitor and interpret financial and statistical data and trends
- Assist in preparing audit working papers, such as lead sheets
- Act as the in-house subject matter expert on MIS guidelines and OHRS reporting standards
- Cover Finance Accounting Administrator tasks as per operational requirements.
- Work with other team members to coordinate responsibilities, and prioritize tasks, ensuring all-important deadlines are met
- Provides excellent customer, internal and external stakeholders, using appropriate communication methods to respond in a timely, helpful, and courteous manner
- Other assigned duties
- Demonstrated commitment to professional growth and development of self and others
- Required to provide a satisfactory criminal and vulnerable sector reference check prior to hire
- Ability to work flexible hours at month-end, quarter-end, year-end and during audit

*Please submit a resume and cover letter as one document only **quoting Competition Number 2019-109 KFLA**  
**by February 14<sup>th</sup> 2020 to:**  
Email: [amhs.careers@amhs-hpe.ca](mailto:amhs.careers@amhs-hpe.ca)*

*AMHS-KFLA strives to be a diverse and inclusive workplace. We encourage applications from all candidates who would contribute to the diversity of our community enhance our ability to provide quality services to our clients.*

*We are committed to accessible employment practices. If you require an accommodation to fully participate in the recruitment and selection process, please inform Human Resources to discuss your individual accessibility needs.*