



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

|                         |   |                               |   |
|-------------------------|---|-------------------------------|---|
| <b>Position:</b>        | Financial Analyst                                 | <b>Competition Reference:</b> | 2021-05   |
| <b>Required Shifts:</b> | Monday - Friday                                   | <b>Reports to:</b>            | Finance and Systems Manager                     |
| <b>Vacancies:</b>       | 1   | <b>Hourly Rate:</b>           | <b>Pay Band 7</b><br>\$ 35.51 - \$ 43.20 hourly |
| <b>Job Status:</b>      | Temporary Full Time, One Year (Leave replacement) |                               |   |
| <b>Location:</b>        | Kingston, Ontario                                 | <b>Union/Non-Union:</b>       | Non-Union                                       |

#### Job Summary:

The Financial Analyst is a key member of the Finance and Operations team who works collaboratively to deliver 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 Executive Director, Operations, the Finance and Systems Manager and the Leadership Team in the Agency's annual operating planning process, external audit and decision support.

In addition, the Financial Analyst will support all Ministry of Health and Long-Term Care and other Funder reporting requirements. All services are provided in accordance with relevant policy and legislation and with the mission, vision, values of AMHS-KFLA which supports support an environment of continues improvement in order to achieve operational efficiencies.

#### Minimum Qualifications:

- University Degree in Accounting, Business or Commerce
- Minimum 3 years related work experience
- Completed or working toward a professional accounting designation (CPA-CGA, CPA-CMA, CPA-CA) an asset
- Completed or enrolled in Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) an asset
- Previous, relevant experience in the hospital/healthcare environment
- Experience with computerized financial programs and Microsoft Dynamics/Great Plains report writing
- French Language proficiency, written and verbal, an asset

#### Knowledge, Skills and Abilities:

- Knowledge of and the ability to apply generally accepted accounting principles, business practices and applicable legislation
- Ability to provide excellent customer service, support in accounting matters to individuals possessing varying levels of expertise and experience
- Proficiency in MS office suite of software included advanced Microsoft Excel skills,
- Proven ability to calculate, post and manage accounting figures and financial records
- Sound critical thinking, verbal and written communication, interpersonal, prioritization and decision-making skills
- Effective time management skills to address competing demands and regularly occurring deadlines
- Demonstrated ability to work effectively both independently and collaboratively with a positive customer service mind-set
- Demonstrated commitment to professional growth and development of self and others
- Required to provide a satisfactory criminal and vulnerable sector reference check prior to start date
- 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***

*by **January 26, 2021 to:***

**Email:** [careers@amhs-kfla.ca](mailto:careers@amhs-kfla.ca)

**Note – Job description available upon request**

*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.*