



The Barrie & Community Family Health Team (BCFHT) is one of the largest family health teams in Ontario. We are comprised of Physicians, Registered Nurses, Nurse Practitioners, Dietitians, Pharmacists, Diabetes and Respiratory Educators, Mental Health Counsellors, Social Worker, Occupational Therapist and an Administrative team. Our Team is focused on improving access to comprehensive, patient-centered, team-based primary health care, which supports self-management, emphasizes health promotion and disease prevention, and enhances the management of individuals with chronic diseases through programs that are well linked with other local and community services.

The BCFHT is currently searching for a:

## **Financial Analyst** **1 year contract**

### **Position Description**

The Financial Analyst reports to the Finance Manager and will be responsible for providing expertise and support on all financial and accounting functions in the organization. The incumbent will work closely with the Finance Manager on special projects related to developing and implementing financial models and accounting techniques for more efficient financial planning and control. The ideal candidate will have sound financial acumen, be resourceful and able to work both independently and within a small team setting.

### **Main Responsibilities & Objectives**

- Assist the Finance Manager in projects that enhance the financial processes of the BCFHT
- Support in the preparation of annual operating, capital and departmental budgets
- Review and refine policies and procedures for financial procedures that are aligned with the overall strategic direction of the BCFHT
- Assist finance team members in ensuring all financial transactions and payroll entries are aligned with legislative requirements, including journal entries and accruals
- Perform financial analysis by interpreting and analyzing information to identify issues, opportunities and provide recommendations to improve
- May assist with providing clarification, training and/or guidance to internal team members and partner organizations regarding BCFHT finance policies and practices
- Support the finance team in ensuring the day-to-day financial records including general ledger transactions, accounts payable and receivables, payroll entries and reconciliations are compliant with industry legislation, GAAP and regulatory guidelines
- Assist in month/quarter/year end close functions
- Prepare working papers for yearly audit
- Support the Finance Manager in preparing and compiling reports and other information for the MOHLTC, Board of Directors, Executive Director and members of the Leadership Team

### **Education, Experience & Requirements**

- A University degree in finance, economics, or accounting or considerable experience may be considered
- Professional financial designation, or current enrollment, preferred
- 2-5 years' experience in mid-level finance roles, with preference given to non-profit and/or health care environments
- Proven financial analysis and reporting skills with a strong eye for detail
- Strong proficiency with Microsoft Office suite, payroll and accounting software, Payworks and Great Plains preferred
- Working knowledge and practice of GAAP (Generally Accepted Accounting Principles)
- Proficient communication skills both verbally and in writing
- Demonstrates strong analytical and problem solving skills
- Ability to be resourceful and work independently

### **Additional Job Requirements**

- Must have the ability to travel within the community, have a reliable vehicle, valid driver's license and current auto insurance
- Must adhere to all BCFHT Policies and Procedures, including Occupational Health & Safety policies, WHMIS and applicable legislation
- May be required to attend meetings before or after regular working hours

### **Application Method**

Qualified applicants are asked to forward their cover letter and resume to [careers@bcfht.ca](mailto:careers@bcfht.ca). **Deadline for applications is June 10, 2018.** For more information on our team please visit our website at [www.barriefht.ca](http://www.barriefht.ca). We thank all applicants for their interest in BCFHT, however, only those applicants considered for an interview will be contacted.

*The Barrie and Community Family Health Team supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal peoples and persons with a disability. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.*

*The Barrie and Community Family Health Team is committed to improving access and opportunities for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act. If you require a specific accommodation during the application, interview or recruitment stage, please contact our HR Coordinator by phone at 705-721-0370 x 2119, by fax at 705-725-4708 or by email at [careers@bcfht.ca](mailto:careers@bcfht.ca) noting **Accessibility Inquiry** in the subject line, in order for appropriate accommodations to be made.*