

FINANCIAL ANALYST

Mount Pearl Square

Financial Services - General Ledger

Temporary Full Time (Until August 7, 2023, with the possibility of extension)



Hours:	70 bi-weekly 8 hour days)
Salary:	HL-22 (\$72,110 - \$93,742 per annum)
Competition Number:	2022004573
Posted Date:	1 August 2022
Closing Date:	8 August 2022

About Us

At Eastern Health, we pride ourselves on providing the highest quality care and service possible to the people in our communities, in our region, and in the province. To do that, we employ qualified, competent and caring individuals who are dedicated to their professions and to our vision of Healthy People, Healthy Communities.

Job Summary

Reporting to the Manager, Accounting and Treasury, this position is responsible for the timely and accurate reporting of financial statements for Eastern Health and its associated entities. The incumbent ensures that the financial information from all financial modules is properly transferred into the General Ledger.

The responsibilities of this position also include the design and development of reports from the General Ledger, preparation of year end files, completion of yearly and monthly reports as required by various agencies. Account reconciliations, journal entries and remittances will be required on a monthly basis.

Job Demands

By applying for this job, you acknowledge an understanding that regular requirements and demands of this job include (but are not limited to):

Occasionally moves or lifts objects between 1- 5 lbs. such as pens, paper, file folders, or boxes.

Constantly sits to a desk performing paper/computer work, answering a telephone or emails; occasionally walks or stands to observe or to consult with other staff or sits conducting interviews.

Regularly performs fine finger/precision computer work requiring steadiness and accurate movement/control.

Visual and hearing concentration is required to observe or consult with staff, to work on documents or to listen to staff on the telephone or in person.

Occasionally, required to drive to and from work sites for meetings or interviews.

Job Qualifications

Education

Bachelor of Commerce or Business Administration Degree is required.

Master's Degree would be an asset.

Chartered Professional Accountant (CPA) Designation as well as a member in good standing with the Association of Chartered Professional Accountants of Newfoundland and Labrador is required.

Experience

Minimum of three (3) years of progressive experience within the last five (5) years in financial management is required.

Competencies (Knowledge, Skills & Abilities)

Thorough knowledge of generally accepted accounting principles, and MIS guidelines

Thorough knowledge of the Meditech financial system.

Demonstrated strong leadership, organization, decision-making and interpersonal skills.

Ability to effectively manage time and prioritize work in a changing environment.

Ability to be self-motivated and work both collaboratively and with a high degree of independence and initiative.

Demonstrated strong proficiency in Microsoft Office programs (MS Word & Excel) and computerized accounting techniques/practices.

Other

An Excel score of 70% is required. An Excel test may be administered by the Department of Human Resources.

A satisfactory record of work performance and attendance is required.

Please submit your resume/cover letter, clearly demonstrates how you meet required qualifications.

Apply online at <https://employment.easternhealth.ca>

Upon successfully applying for a vacancy then you will receive a confirmation email.
If you do not receive this email please contact Recruitment 777-7777 ext 5-2 immediately

To become a part of our team, please submit your resume/cover letter or application form online, clearly demonstrating how you meet the required qualifications. Include your current mailing address, day-time contact number, e-mail address, competition and employee number if applicable.

Contact Information for Recruitment Related Inquiries:

Telephone: (709) 777-7777 (5-2) or 1-800-563-3693

Email: employment@easternhealth.ca. Applications/resumes are not accepted at this email address.

If you are no longer interested in the position, you can withdraw your application by emailing employment@easternhealth.ca as soon as possible.

Eastern Health is committed to inclusive and barrier-free recruitment, selection and onboarding processes. We are happy to assist applicants requesting accommodation or support during the process. Please email employment@easternhealth.ca or call 777-7777 press 5 then press 2 (long distance 1-800-563-3693) outlining how we can help.