



# CAMPBELLFORD

## MEMORIAL HOSPITAL

COMPASSION LEARNING & INNOVATION EXCELLENCE ACCOUNTABILITY RESPECT

### **Manager, Finance Permanent Full Time**

Reporting to the Vice President, Corporate Services and Chief Financial Officer, the Finance Manager is a member of the leadership team and is directly responsible for the day-to-day operations and administration of the Finance and Payroll departments. The position is responsible for planning and organizing departmental functions including human resources, quality and risk management, fiscal accountabilities, internal and external liaisons, and assures that all regulatory requirements are met for the applicable Services Areas. The position plays a leadership role in providing information, analysis and advice to other leadership and senior leadership respecting the above departments and participates in strategic planning and decision making on a clinical, operational, and strategic basis. Other major areas of focus include patient experience, leadership and development of their direct reports and promotion of CMHs purpose, values, and strategic objectives.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- In collaboration with Senior Leadership and the Leadership Team develops, implements departmental priorities, policies, goals, and objectives.
- Identifies and evaluates team accountabilities and best practices, resulting in a focused departmental team that consistently reaches defined goals and objectives.
- Assists in short- and long-term planning of departmental congruent with the organization's strategic plan.
- Ensures effective and appropriate utilization of resources by the department by actively participating in utilization review processes and resource allocation decisions.
- By exhibiting an excellent understanding of service department needs, leads the department in the resolution of client issues and needs on a timely basis.
- Demonstrates a commitment to continuous leadership development by attending conferences and/or meetings on behalf of the Hospital.
- Ensures fiscal accountability with respect to preparation of and adherence to departmental budgets.
- Builds and maintains effective and mutually beneficial relationships with internal and external stakeholder.
- Assists the VP of Corporate Services & CFO in the preparation and analysis in support of the Health Services Accountability and Multi-Sector Accountability agreements;
- Develops financial policies, systems, and procedures to ensure internal control is maintained over the Financial Reporting and Hospital Assets;
- Monitors and forecasts 52-week cashflow and makes recommendations, as appropriate to manage cash position;
- Manages and coordinates the preparation of the annual Operating Budget and Capital Budget, incorporating benchmarking and involving the VP and other members of Leadership Team to determine alignment with Strategic Planning parameters, work plans, or any other targets or constraints;
- Presents, in collaboration with the VP Corporate Services, the Annual Budget to the Leadership Team;
- Undertakes monthly financial closes and provides Leadership Team with clear, concise, accurate, and timely financial analysis, including any relevant insights that drive decision making;
- Supports members of the Leadership Team in preparation of their departmental budgets, capital equipment requests and variance analysis;
- Supports the VP Corporate Services in the development of quarterly financial presentations to the Board Resource & Audit Committee;
- Prepares the departmental operating budget for Financial Services for final approval by the VP and monitors on a monthly basis to ensure appropriate resource utilization;

- Evaluates & supports business plan development to improve hospital efficiency, including revenue generation & cost control;
- Ensures integrity of all financial and statistical coding, payroll files, and system configuration changes;
- Ensures appropriate reports of financial and performance indicators/benchmarks are developed for the organization and provided to Leadership to facilitate decision-making;
- Reviews all MOHLTC financial/statistical reports to ensure completeness and accuracy (as well as charitable returns for Revenue Canada, programs, and all other entities) and forwards to the VP for final approval.
- Implements and maintains processes to ensure Broader Public Sector policy and procedures are being followed within the organization and external reporting requirements are being achieved;
- Prepares reports for various external agencies;
- Oversees all aspects of year-end audit process for all entities and statement preparation.
- Manages leases pertaining to all external parties.
- Responsible for the smooth and efficient operation of all other functions of the Finance Department, Payroll, and Business Office.

*The above duties and responsibilities are not to be considered all-inclusive. May be requested to complete other duties in the interest of the efficient operations of the Hospital or effective patient care.*

#### **EDUCATION/EXPERIENCE:**

- CPA designation.
- Baccalaureate Degree in an Accounting or Finance related field, Master of Business or Hospital Administration is preferred.
- Minimum of 3 - 5 years' experience in a Leadership position

#### **SKILLS AND ABILITIES:**

- Experience in Leading an Interprofessional Team.
- Effective human resources skills including the ability to coach, mentor, and enhance the performance of others.
- Ability to function independently in a consultative role.
- Critical-thinking ability.
- Excellent conflict resolution and change management skills.
- Proven well-developed interpersonal skills and ability to work effectively with patients/families, staff, physicians and the community.
- Demonstrated active participation in supporting clinical initiatives and quality improvement.
- Excellent organizational, leadership and problem-solving skills required.
- Demonstrated comfort with policy and procedure development and implementation.
- Demonstrated understanding of staffing and scheduling needs.
- Knowledge and experience of union contracts, language and implications.
- Demonstrated skill in the use of clinical information systems (such as EPIC), payroll and scheduling software (such as UKG), and Microsoft Suite.
- Demonstrated ability to work toward the achievement of goals and objectives and initiate appropriate revisions when necessary.
- Demonstrated ability to be flexible and handle multiple demands at a time.
- Demonstrated ability to foster an inclusive workplace culture that values diversity and promotes equity and belonging.

**HOW TO APPLY:**

Email your resume and cover letter to [careers@cmh.ca](mailto:careers@cmh.ca) with the job title and competition number **M24-03** in the subject line. Those selected for an interview will be contacted.

**OUR HOSPITAL:**

At CMH we have a 38-bed in-patient unit, Emergency Department, Day Surgery, Diagnostic Imaging, Laboratory and more. We serve the area between Peterborough and Belleville, providing the only Hospital between these two larger centres.

**OUR COMMUNITY:**

Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.

*We thank all applicants for their interest in Campbellford Memorial Hospital. In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women and persons with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.*

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