

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Part-Time opportunity as a Business Analyst (**Competition #131.18**) exists in the Department of Medicine reporting to the Business Manager. The Department of Medicine is a large expanding department. It includes the Physician-in-Chief, Business Manager, Administrative Assistants and 90+ Physicians (full and part- time) in 10 divisions.

The Business Analyst is responsible for providing support to the Business Manager and the PIC in the day-to-day financial operations of the Department of Medicine. The Business Analyst participates in: budget planning; financial information processing and analysis; database design and maintenance; internal and external reporting; data collection; accounts payable/receivables, process improvement as well as monthly department and economic committee meetings.

Summary of Duties, but not limited to:

- Responsible for processing accounts payable/receivables and payroll
- Responsible for reviewing and analyzing financial reports/data received from Finance such as General Ledger details, payroll, and revenue
- Reconciles monthly statement of accounts for all Department of Medicine cost centres, resolves discrepancies and prepares journal entries as required
- Prepares financial statements and various reports to end users on a monthly basis
- Prepares fiscal year end files that summarizes the monthly activities by cost centre and account
- Keeps track of reconciling items that result from reporting academic year end results before actual data is available
- Works with the Business Manager to prepare annual contracts for practice plan physicians for review by the Physician- in-Chief
- Together with the Business Manager, prepares budget information as required by the Hospital's Finance Department
- Prepares budget forecast, evaluate, analyze and monitor budget variances and its projections
- Maintains flexible budget for DoM Practice Plan to reflect the financial arrangements with new/departing members and changes during the year as per restated agreements
- Assists in the development and implementation of internal controls and policies
- Designs solutions to improve effectiveness through financial and operational management
- Develops systems to account for financial transactions by complying to Canadian accounting standards and practice
- Works with the Supervisor of the billing office to reconcile OHIP and Non-OHIP payments
- Assists with special projects as required e.g. association agreement for practice plan physicians, SRED

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

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Qualifications/Skills:

- An Undergraduate Degree in Accounting, Business, Finance or Health Care Administration
- Charter Professional Account (CMA or CGA designation)
- 3-5 years of general accounting experience, hospital or university experience preferred
- A minimum of two years related financial experience in a university or hospital setting with an emphasis on accounting and demonstrated success working in a team environment
- Two years of accounting experience such as preparation of journal entries and analysis of complex financial information
- Two years of budget preparation, forecasting, variance analysis, historical trends
- One year of reporting financial results to department committees
- Significant experience in presenting complex technical information in a clear, concise manner to non-accounting professionals
- Strong interpersonal and communication skills required with the ability to work independently with a high degree of initiative. Willing to work collaboratively and cooperatively in a challenging and dynamic department.
- Must be professional and reliable, demonstrate discretion and tact in dealing with sensitive and confidential material
- Strong knowledge of Microsoft Office (Word, Power Point, Outlook)
- Advanced knowledge of Excel
- Good work and attendance record required
- Demonstrated WCH vision mission and values
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: May 22, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.