

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 **temporary full-time** opportunity as a Financial Accountant (**Competition #75.19**) exists in the Finance reporting to the Manager, Financial Services.

This position is responsible for maintenance of the general ledger, preparation of financial statements, reconciliations, journal entries, audit working papers, and implementing assigned internal control functions.

Summary of Duties, but not limited to:

- Responsible for timely posting of month-end journals, including maintaining appropriate back up and audit trail
- Responsible for performing month-end account reconciliations, including all bank transactions, investigation and timely resolution of differences
- Preparer of hospital tax filings and monthly HST filings
- Supports management in financial reporting to comply with legislative requirements under the Broader Public Sector Accountability Act
- Supports the year-end audit, prepares interim/year-end working papers
- Special projects as assigned including investigation of issues, ad-hoc reports, cross-training, and new system implementation
- Coordinate and/or provide back-up to support business units within the Finance department
- Ensure that the accounting work performed in the individual business units adheres to WCH financial policies and procedures and ensure quality assurance and compliance to standards and legislative requirements

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.

Qualifications/Skills:

- Professional Accounting Designation (Chartered Professional Accountant) or in progress preferred
- Degree in Accounting, Commerce or related field required
- Minimum of two (2) years related financial experience
- Strong computer working knowledge, particularly of MS Office applications and knowledge of SAP and EPIC would be an asset
- Demonstrate creativity with strong analytical and problem solving skills
- Excellent written and oral communication skills, coupled with excellent interpersonal skills and proven ability to work effectively in a fast-paced environment
- Excellent organizational and time management skills with attention to detail
- Ability to work effectively both in a team environment and independently
- Good work and attendance record required
- Ability to take initiative and embrace challenges

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- 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: Wednesday March 20, 2019

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.