



ADDICTIONS AND MENTAL HEALTH SERVICES  
HASTINGS PRINCE EDWARD

**Internal/External Job Posting**

<b>Position:</b>	Finance Manager	<b>Job Status:</b>	Full Time Permanent
<b>Required Shifts:</b>	Days	<b>Reports to:</b>	Finance Director
<b>Hours of Work:</b>	1.0 FTE (35 hours weekly)	<b>Hourly Rate:</b>	Non-Union Band 9
<b>Location:</b>	Belleville	<b>Union/Non-union:</b>	Non-Union
<b>Date Posted:</b>	June 13, 2022	<b>Closing Date:</b>	OPEN UNTIL FILLED

**Position Summary:**

Reporting to the Director of Finance and Operations, the Finance Manager has overall responsibility for the management of the finance and payroll functions including financial system integration, procedure/process improvements, general accounting, management reporting, payroll processing, regulatory reporting, transactional processes, and activity reporting. The Finance Manager provides leadership during the monthly financial close and oversees customer support to internal departments for financial analysis, new initiatives, and variance reporting. As the Finance Manager, you will provide organizational leadership with overall financial support in making informed strategic decisions while also assisting in the design and maintenance of an effective internal control environment that ensures all AMHS-HPE financial reporting is in accordance with PSAS, GAAP, Ontario Healthcare Reporting Standards (OHRs) and in accordance with MOH deliverables.

**Minimum Qualifications & Experience:**

- A university undergraduate degree or equivalent post-secondary education in accounting, business administration or a related discipline
- Completion of, or working towards, Chartered Professional Accountant designation or equivalent is required
- Five years of experience in an accounting/finance role, plus a minimum of two years of people management experience
- Extensive knowledge of financial reporting, GAAP and PSAS
- Healthcare sector experience preferred
- Knowledge and experience with Ontario Health Care Reporting (OHRs) guidelines preferred
- High standards of ethics and integrity
- Excellent working knowledge of financial systems, as well as proficiency in MS Office (Excel, Word, Access and PowerPoint). Experience with Great Plains, Quadrant, and BI tools would be an asset
- Experience in program planning, budgeting, and financial reporting
- Excellent interpersonal and communication skills (written & oral) for effective interaction with all levels of agency management and personnel and works well cross-functionally in a team environment
- Excellent analytical, problem-solving, and decision-making skills with the ability to identify trends, establish benchmarks and provide credible analysis and business recommendations
- Demonstrated ability to effectively juggle multiple tasks, work demands and shifting priorities in a positive manner, ensuring deadlines are met
- Ability to engage stakeholders, understand business objectives/requirements, develop performance measures and design reports and analytical tools tailored towards stakeholder and organizational needs to establish trends and help draw valid conclusions
- Ability to embrace change and be flexible to changing business needs and scrutinize, challenge, and propose change to existing process and procedures
- Ability to be a self-directed, results-oriented, persevering self-starter; prioritize, set and meet deadlines; work independently and demonstrate strong strategic and problem-solving skills
- Ability to provide a current criminal reference check clear of any work-related charges is required.

*Please note: A full job description is available upon request.  
Duties and responsibilities are subject to change in the future.*

**Applications: Please submit a resume and cover letter quoting competition number 2022-36 to [amhs.careers@amhs-hpe.ca](mailto:amhs.careers@amhs-hpe.ca).**

*We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*