



Health Sciences North  
Horizon Santé-Nord



NEO Kids  
Foundation

Fondation  
Enfants NEO



Northern  
Cancer  
Foundation

Fondation  
du Nord  
en cancérologie



Health Sciences North  
Foundation | Fondation  
Horizon Santé-Nord

## Manager, Finance and Operations - Foundations

**Posting #: 20-0035**

**Status: Permanent Full-Time position**

**Location: Sudbury, Ontario**

Health Science North's (HSN) foundation organizations; Health Sciences North Foundation (HSNF), NEO Kids Foundation (NKF) and the Northern Cancer Foundation (NCF), are working collaboratively to seek a shared Manager of Finance and Operations.

This newly created role will monitor the financial health of the foundations and support the management teams to improve organizational efficiency with the common goal of improving and ensuring quality healthcare, teaching and research in Northeastern Ontario. They will work closely with HSN's President and Chief Development Officer of the Foundations to develop and align financial and strategic goals while collaborating with internal and external stakeholders, organizations, and community groups.

The ideal candidate will have:

- A minimum of a four (4) year Bachelor's Degree in Business Administration, Accounting, Finance or relevant field of study from an accredited university. A Chartered Professional Accountant (CPA) designation is required.
- A minimum of five (5) years' experience working in an Accounting department, preferably in a health care environment.
- Demonstrated superior technical, analytical, and problem-solving skills, with the ability to formulate recommendations.

The successful incumbent will be a driven, hardworking individual with proven ability to balance the need to work autonomously while thriving in a team setting. This role will have a unique opportunity to utilize technical and financial expertise in creating and building systems and tools that will contribute to the overall financial and operational health of each of our three foundations. We are looking for someone who thrives in a fast-paced environment, while focusing on the bigger picture.

This is an exciting time to join HSN's team as roles such as this one continue to build the foundation for a collaborative future.

**The full job description can be viewed on the HSN Careers Website.**

The Search Committee will begin to review applications on January 29, 2019. Applications will be considered until the position is filled.

We offer competitive salary and vacation, extended health and dental benefits, a pension plan through HOOPP and relocation allowance to assist with moving expenses.

Interested applicants are asked to apply directly to **posting #20-0035** on the HSN Careers Website at [hsnsudbury.ca/careers](https://hsnsudbury.ca/careers). External applicants can learn more about Sudbury by viewing the [Relocating to Sudbury](#) link on our [careers portal](#).

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Health Sciences North (HSN) is a regional resource and referral centre for over 600,000 residents across northeastern Ontario. It features state-of-the-art technology with over 3,900 employees, 800 volunteers and a medical, dental and midwifery complement of 260. HSN has become a Research and Academic Health Science Centre affiliated with the Northern Ontario School of Medicine and the Advanced Medical Research Institute of Canada.



## Management

Date Posted: January 8, 2020

<b>Posting #:</b>	20-0035
<b>Position:</b>	Manager, Finance and Operations - Foundations
<b>Status:</b>	Permanent Full-Time
<b>Program:</b>	Foundation
<b>Department:</b>	Foundations and Volunteer Association
<b>Site:</b>	As Assigned

### **KEY FUNCTION:**

Contribute to achieving the financial and operational goals of the three foundations - Health Sciences North Foundation, NEO Kids Foundation and Northern Cancer Foundation.

### **REPORTING:**

Under the general direction of the President and Chief Development Officer, Foundations and HSN's Volunteer Association.

### **DUTIES:**

1. Provide oversight to all financial and operational transactions within HSN's three (3) foundations.
2. Create, communicate and maintain all financial and accounting processes and policies to strengthen internal controls.
3. Complete the monthly responsibilities of statement generation, reconciliations, remittances, journal entries, and payroll to ensure accounts are balanced and up-to-date.
4. Perform detailed analysis of financial results, identifying and report on areas of concern, and implementing corrective actions to correct all material variances.
5. Complete period end financial and management reporting including statements for the President and Chief Development Officer and Boards of Directors.
6. Ensure all reported results comply with Generally Accepted Accounting Principles (GAAP).
7. Coordinate the preparation of the foundation's annual report financials.
8. Maintain and update the financial model monthly, ensuring the President and Chief Development Officer has the accurate and up to date information to facilitate rapid decision making.
9. Develop and provide for a system of management reports.
10. Manage cash flow across all financial accounts to ensure appropriate liquidity while maximizing use of funds.
11. Establish, document and sustain internal controls around various accounting transactions (e.g. purchase to pay cycle, cash handling, receipting, etc.).
12. Monitor the financial health of the three (3) foundations and propose to the management team where to focus efforts to improve organizational efficiency.
13. Work with organizational leaders to develop and align financial and strategic goals, and create annual budgets.
14. In consultation with the President and Chief Development Officer and Executive Directors develop the annual budget for presentation to the Boards or Board Committees.
15. Work with external auditors to produce financial records, and implement any recommendations they may have for improved business functions.
16. Develop tools and reports to assist management in data analysis.
17. Investigate and/or respond to requests on issues that may have a financial impact to the organization and provide analysis, alternatives and recommendations.
18. Complete, analyze and ensure the accuracy of various key corporate financial reports within prescribed timelines and according to the specific needs of various stakeholders.
19. Provide support to the investment and finance committees for each foundation and attend committee meetings.
20. Support the development of funding proposals and create financial systems and processes.
21. Ensure that financial reporting and activities meet or exceed the Financial Accountability and Transparency standards as defined by Imagine Canada.
22. Oversee charitable tax receipting.
23. Provide supervision and direction to administrative staff at each of the three foundations.
24. Oversee the work of others in compliance with the Occupational Health and Safety Act (OHSA), its regulations, and HSN policies.
25. Determine and align improvement projects with HSN's Strategic Plan; monitor and adjust to achieve goal outcomes.
26. Participate in the accreditation process and work to ensure that the program and HSN achieve, maintain and continually improve upon their accredited status.
27. Teach, coach and lead staff in the development and monitoring of quality indicators and improvement initiatives.
28. Engage in and foster professional development of all staff and provide opportunities for learning within budgeted resources.
29. Ensure a safe environment for patients, staff and visitors; investigate report, debrief and take or direct corrective action as required on incidents.
30. Collaborate with internal and external stakeholders/organizations/community groups to achieve program objectives, integrate and link services and foster partnerships across the continuum of service delivery.
31. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
32. Represent the department or program on various committees and in meetings as required.
33. Perform other duties as required.

## **QUALIFICATIONS**

### **EDUCATION AND TRAINING:**

1. Minimum of a four (4) year Bachelor's Degree in Business Administration, Accounting, Finance or relevant field of study from an accredited university.
2. Chartered Professional Accountant (CPA) designation is required.
3. Ministry of Labour "Worker Health and Safety Awareness in 4 Steps" training certificate is required.

### **EXPERIENCE:**

1. Minimum of five (5) years' experience working in an Accounting department, preferably in a health care environment.

### **KNOWLEDGE/SKILLS/ABILITIES:**

1. Demonstrated excellent presentation skills.
2. Demonstrated superior accounting knowledge and knowledge of Generally Accepted Accounting Principles (GAAP).
3. Demonstrated positive leadership style that can be maintained while handling the challenges of a diversified, high-volume environment with tight deadlines.
4. Demonstrated understanding of accounting standards for non-profit and charitable organizations.
5. Demonstrated commitment to being organized with the ability to properly prioritize responsibilities.
6. Demonstrated superior technical, analytical, and problem-solving skills, with the ability to formulate recommendations.
7. Demonstrated excellent financial analysis skills.
8. Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload rapidly changing priorities and challenging deadlines.
9. Demonstrated ability to coach, advise and teach others using the principles of adult learning.
10. Demonstrated training, experience or utilization of lean methodology for process improvement.
11. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
12. Ability to use tact and discretion in dealing with employees.
13. Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and patient information systems.
14. Demonstrated superior interpersonal and communication skills, both written and verbal.
15. Demonstrated commitment to the safety of co-workers and patients.
16. Demonstrated leadership and supervisory skills.

### **PERSONAL SUITABILITY:**

1. Demonstrated commitment to best practices and continuous improvement with a passion for community and a desire to contribute to taking the foundations to the level of clarity of choice by improving financial efficiency
2. Successful Criminal Record Judicial Matters Check (CRJMC) is required.
3. Demonstrated professionalism in dealing with confidential and sensitive issues.
4. Demonstrated ability to work independently and in a team environment.
5. Demonstrated commitment to ongoing professional development.
6. Demonstrated positive work record and excellent attendance record.
7. Ability to provide direction and supervision.
8. Ability to meet the physical and sensory demands of the job.
9. Ability to travel between local sites.

**Selection Process:** Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume and completed Application Form submitted. The Hospital reserves the right to conduct a formal interview where required.

**Shift:** As Assigned

**French Language Service Designation:** Bilingualism is an Asset

N.B. Interested individuals are asked to apply by **January 29, 2020.**  
Applications will be considered until the position is filled

**HSN THANKS ALL APPLICANTS.  
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.  
WE WILL NOT ACCEPT APPLICATIONS AFTER THE CLOSING DATE AND TIME.**

