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Ontario
Health Quality Ontario
Qualité des services de santé Ontario

JOB POSTING

Health Quality Ontario (HQO) is an agency funded by the Government of Ontario through the Ministry of Health and Long-Term Care.

Position Title:	Financial Controller
Department:	Finance
Reports To:	Director, Finance
Location:	1075 Bay St., 10th floor, Toronto, ON
Number of Positions:	1
Status:	Permanent, Full-time
Posting Period:	February 12, 2014- February 21, 2014
Competition Number:	2014- 007

JOB SUMMARY

The Financial Controller is responsible for leading the planning, development and delivery of corporate financial planning, budget development, accounts receivable/payable processing, accounting, reporting, cash management and financial risk management functions as well as procurement and financial policy development, for the Organization. The Financial Controller provides strong leadership to ensure that the department provides timely, reliable support to internal stakeholders and to support the organization in delivering on its financial accountabilities to external stakeholders.

ACCOUNTABILITIES

Establish and lead the Accounting Functions within HQO:

- Lead the accounting function: manage financial processing, monitoring, and reporting services related to HQO's payroll and benefits General Ledger entry, expenditure accounts payable transactions and cheque processing, and revenue collection and accounts receivable functions.
- Establish and manage appropriate daily, weekly, monthly, quarterly, and annual processes and reporting routines and ensure effective operation to support internal controls, provide quality financial reporting to ensure reliable, timely accounting and reporting of HQO's financial activities.
- Develop appropriate policies, processes and tools for all accounting functions.
- Maintain General Ledger, supervise/perform account reconciliations, general journal entries and period-end accrual and other closing entries
- Provide senior technical expertise for HQO on accounting matters.
- Lead HQO's financial reporting function, ensuring that internal and external financial reporting requirements are fully met.
- Manage the preparation of financial reports and annual financial statements for the Organization in accordance with Generally Accepted Accounting Principles (GAAP).
- Manage and maintain HQO's Organization's Chart of Accounts.

Financial Risk Management and Controllership:

- Provide support to the Board of Directors' Audit and Finance Committee.
- Implement and oversee an accountability framework of internal controls, and related revenue management and expenditure control policies, processes, systems, procedures, tools and standards
- Manage a proactive, positive, effective relationship with HQO's various auditors. Ensure streamlined audit processes for both financial and value-for money audits, liaising with both the auditors and the departments subject to audit.
- Manage HQO's loss prevention strategy including insurance coverage and management of capital assets.

- Manage the Delegation of Authority policy. Promote fiscal responsibility in the management of resources throughout HQO.
- Develop and implement cash management policies and processes to monitor cash flow and ensure compliance with the HQO's cash management, investment and borrowing policies and Directives.
- Develop cash forecasting methodologies and integrate cash flow into reporting processes.
- Provide strategic and business advice, financial expertise and briefings to the Director of Finance on current/projected financial planning and management issues, and financial control/management risks impacting the financial status of HQO.
- Lead/manage change management initiatives/solutions to increase the effectiveness of HQO's financial planning, management and control.

Procurement and Contract Management:

- Lead the development of appropriate policies, processes and tools for the procurement functions across HQO.
- Ensure compliance with procurement Directives, policies and procedures, including managing the review of contracts used for procurement.
- Participates in the negotiation and management of contracts as required.

Budget Organization and Business Planning Support:

- Develop and foster key linkages and cooperative partnerships to remain current with sector trends and best practices.
- Contribute significantly to HQO's business planning process and ensure full integration with the budgeting processes.
- Support achievement of HQO's key priorities through clear links to the Organization's strategic plan, including identification of performance measures.
- Provide coaching and support to all parts of the Organization during the budgeting process.
- Provide financial data and other budget-related information.

Other Duties:

- Assist HQO's senior/program managers and Directors on financial systems, operations, fiscal planning, financial controllership and reporting policies and processes to ensure effective financial controllership across all of HQO's business areas.
- Determine priorities and assign accountability for the Department's objectives. Assume accountability for the output of others within the Finance Department.
- Provide direction, training and coaching to staff, instil service-orientation and foster collaborative approaches when appropriate.

POSITION REQUIREMENTS

Education and Experience:

- A CMA (Certified Management Accountant) and/or CGA (Certified General Accountant) certification is required. A CPA-CA (Chartered Professional Accountant) is preferred.
- A minimum 3 years of professional experience in financial control, budget development, managing accounting services, financial risk management, audit support, procurement, contract management policies and supervising/coaching staff is required.
- 5 years of professional experience in a similar role particularly in the Healthcare or Public Sector is preferred.
- Professional experience with various accounting software and strong knowledge of MS Office Suite and QuickBooks is an asset.

Qualified applicants are invited to submit a covering letter and resume to HR@hqontario.ca by 4:30 p.m. on the closing date, quoting the above competition number. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Health Quality Ontario is an organization committed to ensuring accessible services and communications to individuals with disabilities. Request for accommodation can be made at any stage of the recruitment process.

For additional information on Health Quality Ontario, please visit our website at www.hqontario.ca.