



WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

## Director of Finance

Working at St. Joseph's Health Centre is a great career choice! It offers management, supervisory and administrative roles in both long term care and hospital environments and provides opportunities to liaise with community partners at all levels. Our organization is known throughout the North for its efforts in facilitating change in the healthcare system, optimizing our resources, and maximizing the quality of life for our residents and patients. As a not-for-profit organization, we focus our resources where they can make the greatest impact and serve the most vulnerable. Consider a role with St. Joseph's Health Centre as an opportunity to make a genuine difference in the lives of others.

**Anticipated Start date: September 6, 2022**

**Annual Salary: \$84,193 to \$112,437 (commensurate with experience)**

**Deadline for applications: July 8, 2022**

The primary goal of the Director of Finance is to ensure that the financial infrastructure is in place to provide high quality, person-centred care to our residents and patients in alignment with our values of Dignity, Excellence, Service and Integrity. This dynamic leader develops and implements the required systems, safeguards and policies to ensure the effective financial management, control and reporting of all functional centres and ensure compliance with all applicable legislation/regulations and best practices. Quality assurance is a key focus within the framework of our operating sites, always looking into the future with continuous improvement and foresight as we grow and address emerging community needs. The Director of Finance participates as a management team member to ensure the establishment and maintenance of a work environment conducive to staff/team development and a care environment conducive to patient/resident comfort, safety and wellbeing.

### Additional duties include:

- Participating in strategic planning and identifying short- and long-range financial goals to ensure that present and futures needs of the organization are met;
- Overseeing and monitoring the effectiveness of purchasing, inventory control, accounts payable, accounts receivable, payroll and benefits administration functions;
- Maintaining and overseeing the management of bank accounts and investments;
- Selecting, deploying and managing the Finance and Payroll/Benefits Department staff;
- Procuring, preparing and administering external contracts for banking, auditing, insurance and consulting services;
- Overseeing the preparation of monthly operating and capital financial statements, budget variance reports and general ledger reconciliations;
- Advising on annual budget cycles, required documentation and reporting;
- Overseeing the annual audit process and liaising directly with external auditors on all related reporting and documentation issues; and
- Participating in and leading internal standing and ad-hoc committees.

### QUALIFICATIONS:

- Degree or diploma in the field of financial management and designation as a Chartered Professional Accountant
- Minimum of five years of management and accounting experience, preferably in a long term care or hospital environment
- Proven ability to facilitate and manage change and to be flexible, innovative and creative
- Proven ability to work collaboratively and serve in a leadership/mentorship role



### ABOUT ST. JOSEPH'S HEALTH CENTRE:

St. Joseph's Health Centre oversees the operations of St. Joseph's Villa (a 128-bed long term care home) and St. Joseph's Continuing Care Centre (a 64-bed continuing care hospital) in Sudbury, and Villa St. Gabriel Villa (a 128-bed long term care home) in Chelmsford. Our Administrative team supports all three facilities and manages clinical, operational and financial services. We are a faith based organization guided by our core values of Service, Integrity, Dignity and Excellence with a focus on a culture of caring.

**Please consider joining our team of dedicated professionals if you share a genuine commitment to the wellbeing and care of our patients, residents and staff.**

### HOW TO APPLY:

Please indicate the Job Title of the position to which you are applying in the subject line of your email or fax cover sheet.

**St. Joseph's Health Centre  
Attention: Human Resources**

**1140 South Bay Rd  
Sudbury, ON P3E 0B6  
Fax: 705-674-9550**

**Email: [hr@sjsudbury.com](mailto:hr@sjsudbury.com)**

*St. Joseph's Health Centre offers a competitive salary, comprehensive benefits package, HOOPP pension, and career development opportunities. Relocation assistance available for new employees.*

***We thank all applicants for their interest and invite applications from persons with disabilities. Only those applicants selected for interviews will be contacted.***

***Please advise at the time of contact if you require accommodations for your interview.***