JOB POSTING – Cross Site

Come work at LWHA!

- ✓ **Paid educational opportunities**
- ✓ **Free staff parking**
- ✓ **Tuition reimbursement grants based on eligibility**
- ✓ **Mileage for cross site travel**
- ✓ **Defined benefit pension plan, benefits without waiting period**
- ✓ **Competitive Salaries**

POSITION POSTING #	**L26-102 Existing Vacancy**
POSITION:	**Financial Analyst**
LOCATION:	**Listowel, Ontario**
UNIT:	**Finance**
STATUS:	**Temporary Full-Time**
START DATE:	**As soon as possible for up to (1) one year**
SALARY RANGE:	**$42.34 - $52.92**

POSITION SUMMARY:

The Financial Analyst is responsible for maintaining the financial and statistical ledgers in order to provide regular management reporting for decision making, board reports and also for reporting quarterly and annually to the Ministry of Health and Ontario Health. This position will coordinate a number of LWHA Finance activities including operating and capital budgets, benchmarking, year-end audit, internal controls, payroll deduction submissions, fixed asset accounting, investment accounting, policy updates while maintaining an effective interface with A/R, A/P and between finance and payroll. Provides back up for payroll submission. The Analyst participates in and provides leadership for finance related projects, report building, policy and procedure development and maintenance. The Analyst promotes effective working relationships with all stakeholders and aims to resolve issues or concerns in a timely manner applying appropriate standards, or policy as applicable in efforts to drive consistent quality services. As a leader within the organization, the Analyst is accountable for contributing to the delivery of the organization's strategic directions including consistently demonstrating an awareness and promotion of staff and patient/family centered engagement and care.

QUALIFICATIONS:

- An undergraduate degree or college diploma in Business Administration, Commerce or a related field
- Five to seven years financial experience
- Full cycle accounting particularly in a healthcare setting preferred
- Strong planning and analytical skills an asset
- Experience in preparing and analyzing payroll and benefit deductions an asset
- Ability in process analysis and improvement Strong interpersonal, and communication skills and the ability to work independently an asset
- Advanced knowledge of Microsoft Office products an asset
- Ability to manage multiple deadlines an asset

EFFORT:

- Minimal Physical Effort
- High degree of Mental Effort and Analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Prepare journal entries
- Prepare journal entries
- Control account reconciliations, sign-off on accounts payable
- Generate & analyze budget monthly variance reports
- Capital Work in Progress reporting and Re-development expense reporting requiring identification of needs and provisions of detailed specialized information
- Work with external auditors during annual audit process
- Prepare annual operational expenditure budgets
- Reporting building
- Financial and statistical analysis and reporting
- Preparation of MOH and Ontario Health reporting – budget submissions, WERS, H-SAA, MIS-Trial Balance, Consolidation, and funding received (HIRF, SRN, AFA, HOCC)
- Complete ad hoc reports requested by leadership team, MOH, Ontario Health, other outside reporting entities in a timely fashion
- Reconciliations, balance sheet accounts, accounts payable sign off, budget submissions, government payroll deductions including receiver general, WSIB, EHT
- Coordinate the work of A/R and A/P
- Investment accounting
- Fixed Asset and deferred funding accounting
- Lead, support or participate in key activities or action plans as identified on applicable Operational Plans.
- Active member of LWHA leadership plus, and Finance team meetings and huddles.
- Prepare and submit HST returns.
- HOOPP MDC Year End assist as required.

HOURS OF WORK: Monday to Friday 37.5 hours per week

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources, Listowel Wingham Hospitals Alliance

careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: September 22, 2026 @ 1:00pm Posting Deadline: October 2, 2026 @ 1:00pm

LWHA is an equal opportunity employer. The Listowel Wingham Hospitals Alliance is committed to becoming an organization that honours and includes the diversity of the communities we serve, providing equitable and inclusive care. We value inclusion and diversity and will work to develop and maintain an organizational culture that is welcoming for everyone. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodation is available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.