Haldimand War Memorial Hospital & Edgewater Gardens

Embracing the health and hearts of the community

NON-UNION JOB POSTING – NU2026-11-17 Finance

Temporary Full-Time Senior Financial Analyst

Position to commence immediately.

Haldimand War Memorial Hospital, located in beautiful Dunnville, Ontario (45 minutes from Hamilton, Ontario) is a 39 bed rural hospital serving acute care and complex care patients. Edgewater Gardens is a 64 bed long term care home located in Dunnville, Ontario providing a quality lifestyle in a home-like environment.

Position Summary:
Reporting to the Director of Finance, the **Senior Financial Analyst** at Haldimand War Memorial Hospital and Edgewater Gardens is responsible for Full Cycle Accounting Procedures, Accounts Payable, Accounts Receivable, Payroll (HWMH & Edgewater), Reporting to Senior Management.

Vacancy Status:
This posting is for one (1) current temporary full-time vacancy for approximately one year duration.

Hours of Work:
The successful candidate will work Monday – Friday with a willingness to adjust his/her schedule to meet the needs of the Hospital and Edgewater. Shifts are 8 hours (7.5 paid) per day, 37.5 hours weekly.

Hourly Wage:
$32.16-$39.49.

Key Responsibilities include:

- Bank account reconciliation and monitoring for all Entities & balance to GL.
- Investigate and edit any variances in transactions.
- Monitor and balance various accounts in GL.
- Process financial and statistical journal entries to GL.
- Monitor and balance accounts to the GL while maintaining associated spreadsheets.
- Report and process all payables due to HWMH from Village By The Grand (VBTG), Edgewater Gardens (EWG) and Hospital Corporation monthly and maintains associated spreadsheets.
- Prepare financial reports for VBTG Resident Committee monthly and maintains a spreadsheet on all receipts/expenses associated with VBTG.
- Prepare property tax statements for all residents at VBTG on a quarterly basis and submits to A/R for processing.
- Evaluate & prepare yearly VBTG common expense increases and statements issued. Review with the Director of Finance (DOF)/VP & CFO as required.
- Prepare monthly common expenses for all residents at VBTG monthly. Review with DOF/CFO as required.
- Compile CRA surveys for Payroll.
- Approve payment files to the bank including Payroll, Accounts Payable, and wires on-line as instructed.
- Work with A/R Financial Analyst on A/R discrepancies and resolve issues.
- Actively work with external auditors supplying information and reports for the year-end audit.
- Assist with MIS Trial Balance Submissions each quarter as needed.
- Assist with yearly Audits as needed.
- A/P liaison for Mohawk Medbuy - Communicate on a daily basis with Mohawk Medbuy Associates as required. A/P Liaison for all vendors, management and employees.
- Understanding LTC Envelope Funding along with RAI MDS.
- Process all GST/HST returns for HWMH, EWG, VBTG entities within a timely manner.

- Other duties as assigned.

Qualifications:

- Preferred University degree in Business Administration or a related field.
- 3 years' experience in progressive accounting roles with emphasis on reporting and financial statement review; ideally in an Ontario hospital or long-term care environment.
- Strong knowledge of accounting principles and practices.
- Knowledge of OHRS MIS Guidelines.
- Experience in a healthcare setting is preferred.
- Experience working with personal health information and privacy is an asset.
- Strong computer skills and a demonstrated proficiency in Microsoft 365 (Excel, Word, Teams and Outlook).
- Demonstrated ability to independently identify and investigate errors and recommend appropriate corrections.
- Excellent verbal and written communication skills.
- Ability to handle multiple priorities simultaneously and consistently to meet deadlines.
- Experience with Medisolution Virtuo MIS or similar ERP preferred.
- Excellent organizational and time management skills, with the ability to schedule work to meet deadlines.
- Excellent interpersonal and communication skills with a strong customer service focus.
- Ability to work both independently and as part of a team.

Instructions to Applicants: At Haldimand War Memorial Hospital, we are an equal opportunity employer committed to fostering a welcoming and inclusive workplace that values equity, diversity and belonging. As a community-centered rural hospital, we welcome and encourage applications from people of all backgrounds, identities and lived experiences. We are committed to providing a barrier-free, inclusive and accessible work environment in compliance with the Accessibility for Ontarians with Disabilities Act. If you require accommodation during any stage of the hiring process, please contact Human Resources at hr@hwmh.ca. We will work with you to meet your needs.

Please forward your resume and letter of application to the attention of Keith Freeman, Director of Finance and Human Resources at hr@hwmh.ca by December 11, 2026.