



Coordinator (Manager), HMMS, Accounting & Reporting,
HMMS - 1 position

Posting #: 53321

HMMS

Posting Date: June 07, 2024

Healthcare Materials Management - London, ON

Submission Deadline: June 13, 2024

Full Time

Wade Baillie, Human Resources

Non-Union

HMMS is a joint venture between St. Joseph's Health Care, London and London Health Sciences Centre, that has been operating since 1997 providing consolidated functions of Sourcing, Contract Management, Purchasing, Accounts Payable, Logistics, Supply Chain Systems and Inventory Management for the London Hospitals and numerous healthcare organizations throughout Southwestern Ontario.

As a full service supply chain organization, HMMS interacts with over 9,000 suppliers to provide an item catalogue of over 90,000 active items. Learn more about HMMS through this short online video.

<https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI>

Reporting to the Director, HMMS Finance & Strategic Support, this position is accountable for the HMMS functions of Accounting, Reporting, & Budgeting. This role will be responsible for providing oversight and supervision over financial processes and staff to ensure adherence to relevant financial legislation, and HMMS policies and procedures. The Manager will remain up to date on relevant financial legislation and ensure that processes, procedures, and controls remain compliant and will implement and monitor financial practices, and ensure appropriate controls are in place to mitigate financial, legal and operational risks. The role will also coach and train staff and provide strategic consultation on all matters relating to finance and budget planning.

Key responsibilities include:

Prepare and review HMMS financial reports including balance sheet, income statement, and analysis for senior leadership and stakeholders

Prepare and implement financial plans, forecasts, and annual operating budget

Oversee the month-end procedures, including posting and reviewing journal entries and preparing account reconciliations

Provide oversight for the coordinate external audit

Continually strive to improve data integrity and information reporting

Lead and mentor the finance team, providing guidance and support to ensure their professional development and success

Supports an environment of service excellence, performance, continuous improvement, change and resiliency within the individual department

Assists with the development of business cases/rationales for unplanned budget requirements or approvals

Essential Qualifications

- Bachelors Degree in Finance, Accounting or Business is required.
- Chartered Professional Accountant Designation is required.
- 5+ years of experience in a financial management/reporting role
- 5+ years of demonstrated team leadership experience
- Strong managerial skills backed by a working knowledge of accounting standards including public sector accounting standards
- Self-directed and highly motivated with effective written and oral communication skills

- Highly developed critical thinking skills including the ability to conceptualize and analyze problems and develop and implement business plans and/or support leaders in the implementation of business plans and budget saving strategies
- Strong business analytical skills and experience with strategic planning in healthcare supply chain management or a related field
- Ability to manage competing demands and meet challenging timelines
- Ability to establish and maintain relationships with internal teams, peers and external stakeholders
- Demonstrated shared leadership, team development, collaboration and facilitation skills coupled with superior interpersonal, relationship and communication skills
- Demonstrated experience supporting leadership teams/clients in understanding their financial results and supporting them in the development and understanding of operating budgets
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ability and commitment to act as a supervisor under OHSA
- Solid knowledge and understanding of legislation related to Employment, People & Financial Management
- In addition, the successful candidate will possess strong Leadership Capabilities including: Lead Self; Engage Others; Achieve Results; Develop Coalition; System Transformation

Preferred Qualifications

- Relevant consulting or public accounting firm experience
- Experience in a health care environment in Ontario

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to. Only those under consideration will be contacted.