



Finance Associate, Finance - 1 position	Posting #: 53860
Finance	Posting Date: September 18, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: September 24, 2024
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$30.82 - \$36.26 /hour

An exciting opportunity exists for a highly motivated, well organized team player to support the many business operations of St. Joseph's Finance department. As the Finance Associate (Billing Support), you will work as part of our collaborative finance team which focuses on providing finance support to the many areas of our diverse organization. Specifically, this role will support our Treasury team which includes several Customer Service Representatives, a Treasury Analyst and Systems Specialist.

This position will support the Treasury team through the following key responsibilities:

Data Integrity and Upload: Ensuring data created by sub systems are uploaded into St. Joseph's Oracle and HRCM software applications and reviewing this data for accuracy, reasonability and completeness.

Monitoring and Support: Supporting all customer service representatives (CSRs) including billing, monitoring accounts receivable and providing CSR sick and vacation coverage at our 5 business offices.

Data Extraction to Support Reporting Requirements and System Upgrades: Supporting our finance team in the extraction of data to meet internal and external financial reporting obligations relating to revenue and billing information, including data validation to support system upgrades and transformations relating to the systems used by our finance team.

Account Reconciliations: Ensuring specific accounts receivable reconciliations are maintained monthly and outstanding issues are reviewed and resolved.

Essential Qualifications

- Completion of a recognized accounting/business diploma from a recognized college or university.
- Minimum 3 years recent/related experience in a finance role
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated ability to extract, manipulate and analyze large volumes of data Demonstrated computer systems experience with transaction processing, financial software applications, including databases
- Demonstrated knowledge of Microsoft Excel and Microsoft Word
- Knowledge of and experience with month end accounting procedures and the creation of account reconciliations
- High level of initiative and self-direction with proven problem solving and critical thinking abilities
- Knowledge of accounting practices and principles Excellent organizational, communication, interpersonal, and analytical skills Ability to focus and multi task in a fast paced environment

Preferred Qualifications

- Knowledge of OHIP billing codes and diagnostic error codes
- Familiarity with OHIP Schedule of Benefits
- Experience with HRCM (Healthcare Revenue Cycle Management (Infor Application) or similar enterprise level financial accounting or billing software
- Experience with Crystal reporting or similar data analytics platforms
- Experience in a finance role in a hospital or related health care environment

- Demonstrated customer service experience

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

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.*