



MOUNT CARMEL CLINIC

VACANCY

Date:	April 23, 2021	Position:	Financial Controller
Status:	Full Time, Permanent	Hours of Work*:	*Monday – Friday: 845am-5pm
Department:	Operations	Job Posting No.:	#2021-36
Reports to:	Director, Operations	Closing Date:	May 7, 2021 @ 4:00 PM
Union:	Non-Union	Salary:	\$60,000.00 - \$75,000.00 annually

*These hours are dependent on the operational requirements of the organization

Mount Carmel Clinic is committed to equity and inclusion and has undertaken to increase responsiveness to Indigenous people by promoting a workforce that is representative of the participants and communities we serve. We encourage applications from Indigenous persons, those with lived experience and members of equity-seeking groups. Applicants are encouraged to self-declare in their application.

Position Summary

The Controller is responsible for general ledger accounting, banking, accounts payable and other finance functions. The Controller prepares and delivers financial analyses and reports for internal and external audiences, including internal monthly financial statements. The Controller is the senior finance staff member reporting to the Director of Operations, supports, and assists the Director in the efficient and effective management of MCC's financial resources. The Controller must possess and exhibit excellent customer service skills.

Qualifications

Education

- Post-secondary education in an accounting program
- Post-secondary education in payroll and benefits administration or comparable work experience
- A combination of education and experience may be considered.

Skills, Expertise and Experience

- Minimum of five (5) years' experience in general ledger financial accounting
- Intermediate to Advanced experience using computerized accounting and information systems (Great Plains) and spreadsheets

Critical Skills

Proven knowledge and ability in critical thinking, decision-making, financial analysis and problem-solving skills
Patient, customer service approach
Accuracy

Focus on Results

Demonstrated ability to prioritize and focus work-related activities to effectively and efficiently achieve goals and produce expected results/outcomes

Alignment with Organizational Values

Commitment to the principles that guide Mount Carmel Clinic, as reflected in the history, vision, mission and values

Commitment to Reconciliation

Knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous individuals and families [knowledge of current and historical factors that affect the health and well-being of Indigenous individuals and families]

Interdisciplinary Team, Collaboration

Proven ability to work within a team environment with respect, professionalism, cooperation, sensitivity and cultural awareness

MCC Philosophies

Strong knowledge, commitment and demonstrated ability to apply diversity, equity, cultural safety, pro-choice, social determinants of health, population health, harm reduction, trauma-informed and community development principles in all aspects of the work.

Communication

Excellent verbal and written communication skills and proficiency in the use of computer systems.

Assets

Computerized payroll and benefits experience in Payworks

All positions are subject to Criminal Record, Adult Abuse Registry and Child Abuse Registry checks. Applicants may be required to undergo testing to determine the knowledge, skill and ability required for position.

Please submit Application Form or cover letter and resume, quoting job posting #2021-36

Human Resources
Mount Carmel Clinic
886 Main Street
Winnipeg, MB R2W 5L4
Fax # (204) 582-4733
employment@mountcarmel.ca

We thank all applicants; however, we will only contact candidates selected for interview.