



FINANCE INTERN

DEPARTMENT:	Finance
REPORTS TO:	Manager, Finance
STATUS:	Temporary Part-Time (3 Month Contract)
SHIFT:	Days
COMPENSATION:	Commensurate with Experience
UNION:	Non-Union
AVAILABLE TO:	Internal & External Candidates
DATE POSTED:	October 2, 2024

POSITION DESCRIPTION:

Haliburton Highlands Health Services (HHHS) has an exciting opportunity for a highly motivated, self-starting individual with strong accounting and organizational skills to join the team as our Finance Intern. Reporting to the Manager, Finance, the Finance Intern will provide support on projects aimed at enhancing HHHS's financial systems and performance.

POSITION RESPONSIBILITIES:

- Assist with a redesign of the organization's financial statements
- Prepares consolidated financial statements for various stakeholders
- Prepares variance reports for stakeholders to facilitate decision making
- Analyzes data and metrics, proposes improvements / streamlining to systems
- Assists in year-end audit
- Assists as required in ad-hoc/specialized assignments including change management
- Prepare and evaluate key statistical and financial performance indicators

QUALIFICATIONS:

To achieve this, the successful candidate must possess:

- Post-secondary degree in a relevant field (e.g. Accounting/Business Administration and/or relevant field)
- Experience and education pertaining to Financial software and solutions required
- Analytical skills and experience in preparing budgets, analyzing financial and related statistical data to identify trends, relationships, and opportunities
- Ability to take initiative, communicate and embrace challenges
- Sound professional judgment, initiative, and the ability to multi-task and meet tight deadlines
- Advanced computer and information systems skills including Excel, Word
- Excellent organization, communication, and interpersonal skills

SUBMIT RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON, K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2024-92

DEADLINE:

October 10, 2024 @ 1600 Hours

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.