



Inspired by research.
Driven by compassion.

Inspiré par la recherche.
Guidé par la compassion.

Manager, Revenue/Receivables

One of Canada's largest teaching and research hospitals, The Ottawa Hospital (TOH) is a multi-campus academic health sciences centre serving the 1.2 million residents of Ottawa and Eastern Ontario, in both English and French. Working together with the Ottawa Hospital Research Institute, the University of Ottawa, and other partners, TOH is continually gaining national and international recognition for high quality patient care, teaching and research.

TOH's Finance Department provides accurate and timely financial and statistical information to all areas of The Ottawa Hospital, including the Rehabilitation Centre, the Cancer Centre and the University of Ottawa Heart Institute, as well as providing accounting services to the Hospital's Research Institute and Residence Corporation, as well as many trust fund holders.

Reporting to the Director, Financial Operations, the Manager, Accounts Receivable will lead the Coordinator, Team Leader and Analyst along with 25 Accounts Receivable Administrators (AR) in an high volume of activity generating invoices. This role will oversee the daily, monthly, and year-end financial and reporting activities for the Accounts Receivable (AR) department at TOH. Responsibilities include treasury, cash management, data analytics, planning AR workload, flow, and collection from a variety of guarantors such as OHIP, RAMQ, DND, self pays etc. as well as ensuring appropriate policies, procedures and guarantors requirements are met. In addition, this incumbent will properly plan, maintain and control all AR related procedures with a view to provide the best service delivery model to both internal and external customers. This role will be responsible for any required regulatory reporting and other ad-hoc projects and analysis or audit requirements, and will always provide the highest level of service.

Required Qualifications:

As an ideal candidate, you have:

- Undergraduate degree in Accounting, Financial Management;
- Professional Accounting designation – CPA and/or CFA, CA designated (or trained);
- Minimum of five (5) to seven (7) years of progress experience in AR collections/financial accounting/treasury/management/audit experience;
- Experience in cash management via collections and AR ageing analysis;
- Experience in the application of internal controls, financial practices and procedures in an Oracle environment;
- Demonstrated expert level skills in MS Office Suite, Excel spreadsheets and Word;
- Demonstrated analytical problem solving and teaching skills;
- Knowledge of systems analysis and process improvement and project management methodologies;

- Understanding of management, change management and managing others theory;
- Demonstrated negotiation training methods and understanding of how to work effectively with stakeholders;
- Demonstrated client-centered focus and commitment to the Vision, Mission, and Core Value of the department and of TOH;
- Demonstrated effective business acumen and experience with and understanding of strategic and business planning methods, tools and processes in the provision of financial services to an organization;
- Demonstrated ability to exercise sound professional judgment, resolve complex problems, and evaluate business risks;
- Demonstrated ability to provide advice and support to cross-functional teams regarding financial and business processes while leading and motivating people to embrace financial stewardship;
- Demonstrated project management experience including effectiveness with concurrently organizing, planning, and coordinating operational initiatives with multiple project activities;
- Demonstrated excellence in interpersonal, written and verbal communication skills including ability to demonstrate tact and diplomacy with diverse group of stakeholders;
- Demonstrated effective presentation skills including the ability to present and discuss complex information in a way that establishes rapport, persuades others and gains understanding;
- Demonstrated commitment to continued learning and effectiveness in promotion the value of learning and acquiring new information and skills to staff;
- Proficiency in speaking and comprehending both English and French.

Preferred Qualifications:

- Experience working with public sector organizations; healthcare experience considered an asset;
- Experience with auditing financial statements;
- Experience and knowledge of Oracle;
- Medical Nursing Knowledge.

How to Apply

If you are interested in being part of the team of health-care professionals at The Ottawa Hospital, please submit an online application via our external website by clicking the following link and applying to Job Opening ID 62669.

<https://www.ottawahospital.on.ca/wps/portal/Base/TheHospital/CareersAndVolunteering/Careers>

We thank all those who apply but only those selected for further consideration will be contacted. The Ottawa Hospital is an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the selection process.

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