



Every child and youth living at their full potential

About Grandview Kids

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Though a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally-safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

Business Analyst (Regular Full-time)

- Regular Full-Time – 37.5 hours/week
- Salary: \$62,380 - \$72,969 per year, depending upon experience
- Commencing September 2024
- Hybrid

Under the general direction of the Finance and Accounting Manager in conjunction with the Social Enterprise Business Lead, the Business Analyst uses their knowledge and experience to carry out a wide range of administrative and accounts receivable functions for the Social Enterprise program; maintains communication with the Finance and Social Enterprise clinical teams; supports Grandview Kids efforts in Quality Improvement Program (QIP) activities as required; participates in education, orientation and public relations as required; maintains a safe work environment; performs other related duties as assigned.

Responsibilities

- Assists in activities for Social Enterprise and Therapeutic Recreation programs including client correspondence, intake documentation, monitoring online registrations and updating postings utilizing online booking applications
- Play a key role in receivable account activities utilizing the Grandview Kids' accounts receivable system. This includes data entry, tracking and implementing client financial agreement policies, invoicing, payment processing and account reconciliations.
- Screens and responds to telephone, email and in-person inquiries from internal and external sources regarding receivable accounts
- Acts as a backup to finance and corporate services team members as required for committees and projects
- Able to assist in and perform full cycle accounting functions for specific business segments at Grandview Kids
- Assists in payment collection, tracking, and revenue recognition of facility and pool rentals
- Analysis of Social Enterprise revenue streams to facilitate pricing and scheduling decisions within the Finance department
- Consistently communicates with all staff, clients and families, and representatives of outside organizations in a positive and professional manner.
- Completes tasks as assigned by the Finance and Accounting Manager
- Tracking and administration for leases and permits for Centre operations

Qualifications

- University degree in business or related field is required.
- Other relevant business certificates/courses or equivalent experience
- 2-3 years experience in a finance/accounting position
- Accounts receivable and/or accounts payable experience required
- Knowledge of and ability to learn new accounting application software is required
- Advanced knowledge of Microsoft Excel

- Experience working with MS Office, in particular Word, Outlook and SharePoint; as well as Point of Sale (POS) systems.
- Working knowledge of electronic health records systems is an asset
- Understanding of Access OAP program and funding requirements an asset
- Strong problem-solving and organizational skills.
- Ability to set priorities and time management.
- Ability to work within multi-disciplinary teams.
- Valid Ontario Driver's Licence and reliable vehicle, or appropriate transportation.

How to apply

Please forward your cover letter and resume, clearly stating Job 24.70 by 5:00 PM on September 18th, 2024 and outlining your interest to careers@grandviewkids.ca .

Please address your correspondence to:

Human Resources

Grandview Kids

600 Townline Road South

Oshawa, ON L1H 0C8

Our commitment to belonging

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally-supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations, please let us know.

Land acknowledgement

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

We thank all applicants. Only those selected for an interview will be contacted.