

## **Internal Controls – Senior Business Analyst – 2 Positions**

**Salary:** P3 - \$62,000 to \$92,500 annually

**Department:** Business Systems & Financial Operations

**Hours of Work:** Monday – Friday

**Position Available:** ASAP

**Position Location:** Seventh Street Plaza

### **Duties:**

This position is primarily responsible for providing support to the Director and Managers for the planning, execution, and evaluation of the internal control environment. The SFA Internal Control team is responsible for updating process documentation and assessing the design and effectiveness of key controls.

The main deliverables associated with this role is to provide AHS-wide business process support in:

- Reviewing financial processes within the AHS finance organization;
- Working with various finance employees across AHS and former entities to review processes that are linked to financial information;
- Identifying the internal controls and risk points related to the above financial and operational processes;
- Execute tests of design and effectiveness;
- Performing follow-up and remediation of control deficiencies
- Communicating control deficiencies to the Manager, Internal Control Management;
- Documenting process, risks, and internal controls; and,
- Implementing internal and external audit recommendations.

### **Qualifications:**

The successful incumbent will have:

Minimum 5 years experience in progressively responsible financial position involving diverse financial processes. Some management experience is required and experience in a healthcare environment is a definite asset. Preference will be given to candidates with a CMA, CGA or CA designation.

This position also requires the following skills:

- Strong understanding of business processes and IT processes.
- Excellent communication, analytical and organizational skills
- Ability to work under pressure with changing priorities
- Ability to multi-task and coordinate and oversee multiple projects
- Ability to work within defined deadlines
- Strong analytical and problem solving skills
- Ability to function within a collaborative team environment
- Presentation and Project Management skills.

Please note that only those candidates selected for an interview will be contacted. We thank you in advance for applying with Alberta Health Services. Applicants may be required to pass a skills assessment test. All employees new to Alberta Health Services must provide a criminal records check.  
Alberta Health Services supports a smoke-free environment

When Applying:

Applications should be submitted by e-mail to Alberta Health Services, Finance Internal Controls Manager at [Joyce.Shieh@albertahealthservices.ca](mailto:Joyce.Shieh@albertahealthservices.ca)