

Clinical ServiceManager / Business Financial Analyst

Job ID
49281

2519174 Alberta ltd operating as Griffin Road Medical Clinic

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LOCATION	DATE POSTED	EXPIRY DATE	
2145, 239 Griffin Road East Cochrane, Cochrane, AB Alberta	06-03-2026	02-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 60 per hour	3 years to less than 5 years	Bachelor's degree

Job Details

Qualifications Required:

- Bachelor's degree Business Administration/Finance or related field with strong Financial background with
- A minimum of 3 years of experience in healthcare administration and financial analysis, or an M.Sc. in finance, is required.
- Strong understanding of Business Analysis with a certificate or diploma in business Analysis
- Previous experience working with Alberta Health billing and AVA & Med Access EMR is a must.
- Demonstrated ability to manage a diverse team and lead with cultural awareness.
- The candidate must possess excellent communication, organizational, and decision-making skills.
- Language Required: English, igbo

How to Apply:

Please send your resume and a brief cover letter to:

griffinrdmedclinic@gmail.com

Job Description

Key Responsibilities:

Clinic Operations & Management

- Oversee daily clinic operations, staff scheduling, and workflow coordination.
- Ensure a smooth patient experience, including for those undergoing immigration medical exams.
- Maintain compliance with Alberta Health regulations, public health standards, and immigration medical protocols.
- Facilitate communication, patient education, and follow-up care that reflects community needs.
- Handle inquiries with professionalism and empathy, especially around immigration processes.

Financial Analysis & Business Strategy

- Analyze financial data and develop reports to support strategic planning.
- Monitor clinic revenue streams, billing accuracy, and cost efficiency.
- Prepare and manage budgets, track KPIs, and recommend improvements.
- Assist in pricing reviews, service expansion planning, and vendor contract analysis.
- Support sister clinics Center Street No