



***Peel Children's Aid is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.***

At Peel CAS, our mission is to protect children and strengthen families & communities through partnership. We are currently seeking the following professional to join our team:

## **Financial Analyst**

**(1 Year Contract)**

### **SUMMARY OF DUTIES & RESPONSIBILITIES:**

The Financial Analyst will support the operations of the Finance Team under the direction of the Finance Manager. Responsibilities will include key account reconciliation and analysis of financial information, assistance in the preparation of monthly financial reports and compilation of annual budget and future forecast, and provision of support to other units.

### **KEY RESPONSIBILITIES**

1. Support monthly financial statement preparation, quarterly ministry reports and yearend audit.
2. Prepare monthly Cash flow statement.
3. Prepare reconciliation and analysis of key accounts on a monthly basis.
4. Perform financial analysis of monthly variances. Identify risks and opportunities.
5. Provide assistance in the preparation of annual budget, quarterly and future forecasts. Perform compilation and in depth analysis of variances.
6. Collaborate with the Permanency SSM in determining the annual budget and quarterly forecast for the boarding area.
7. Collaborate with Permanency SSM in the analysis of variances from the Permanency budget that represents 20% of the Agency's total expenditures.
8. Collaborate with the HR Manager in the salary and benefits budget planning to make sure that all expenses, statutory rates changes and inflation are considered in the budget (over 60% of Agency's total expenditures).
9. Perform ad-hoc financial reports and sensitivity analysis as required to support the Finance Team and other Departments.
10. Assist Manager in improving processes to ensure integrity of reporting, forecasting and budgeting.
11. Maintenance of Accounting System. This includes the account set up of new expenditures account, special funds accounts and/or projects.
12. Responsible for the maintenance of the budget system including the upload of annual and quarterly forecast.

### **QUALIFICATIONS:**

- Demonstrated problem-solving skills;
- Excellent organizational and time management skills;



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- Demonstrated ability to work with accounting software applications and ability to use Microsoft Office tools (Excel, Word, Access, and PowerPoint);
- Excellent verbal and written communication skills;
- Demonstrated commitment to client service and satisfaction

**HOURS OF WORK:** 9am-5pm, Monday to Friday, however working hours may vary and applicants must be flexible to work outside of standard office hours

**HOURLY RATE:** \$35.20 - \$45.34

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

**Please submit your resume via email quoting "PCAS18-022" on the subject line to: [resumes@peelcas.org](mailto:resumes@peelcas.org) by May 24, 2018.**

We thank all candidates for their interest however only those considered for an interview will be contacted.

*Peel Children's Aid is an equal opportunity employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.*

Please visit our website at [www.peelcas.org](http://www.peelcas.org)