



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Financial Analyst

Classification: Regular Full-Time
Hours: 35 hrs/wk.

Rate: \$62,269 - \$68,226
Location: 30 College St. Toronto

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nations, Metis and Inuit applicants to apply and to please self-identify in their cover letter.

Position Summary

Under the direction of the Supervisor, Reporting, the Financial Analyst will assist with monthly, quarterly and annual reporting to funders. This includes collecting operational data, preparing budgets, forecasting, analyzing results, monitoring variances, funding reconciliation by comparing and correcting data, identifying trends and recommending actions to management.

Main Responsibilities

- Maintain the general ledger with the budget information of all new funding approved;
- Maintain the excel database of the current funding;
- Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements;
- Work closely with the Accounting Team to ensure accurate financial reporting and decision support;
- Evaluate financial performance by comparing and analyzing actual results with plans and forecasts;
- Provide analysis of trends and forecasts and recommend actions for optimization;
- Recommend actions by analyzing and interpreting data and making comparative analyses;
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools, and Excel dashboards;
- Support the annual forecast process and develops automated reporting/forecasting tools;
- Prepare monthly journal entries to reflect the actual expenditure and update the deferred revenue;
- Reconciliation of RESP;
- Acting as back up for other staff in the department as required;
- Proposes and participates in accounting, reporting, treasury and internal control initiatives;
- Ad hoc tasks as assigned by the Manager or Supervisor;
- Supports accounts payable and receivable during peak periods;
- Other related duties as assigned.

What we are looking for

- Post-secondary education in Accounting, a CPA designation or working towards and/or a combination of applicable education and experience;
- 3-5 years of experience in a similar capacity/ accounting or financial reporting experience, preferably in a mid-sized, multi-service social service agency, showing a progression towards greater responsibility and supervision;
- Knowledge of Sage 300 and/or BI is an asset;
- Verbal and analytical skills and the ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities;
- An outgoing personality with excellent communication/interpersonal skills and an ability to work well in a tightly knit team environment;
- Literacy in Aboriginal culture and in urban Aboriginal issues would be an asset;
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships;
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation;



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- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships;
- Pass a police records check (Vulnerable Sector);
- Proficient in using computerized accounting software, specifically SAGE and BI Reporting;
- Good verbal and analytical skills and the ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

If you are interested in this job opportunity, please apply by email on or before February 25, 2020 to hrcfst@nativechild.org quoting reference number **20-02-08**.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.