

Job Details

Position Type:

Full Time

Work Hours:

35 hour work

Reporting To:

Financial Controller

Classification:

Program Specialist

Salary Range:

\$64,000 – \$78,000

Based on Experience

Location:

Central Branch
4600 Bathurst St.
Toronto, ON M2R 3V3

Posting Date:

February 16, 2022

External Closing Date:

Until filled

Anticipated Start Date:

ASAP

About The Agency

Jewish Family and Child Service is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, education, and advocacy services, within the context of Jewish values.

About the Role

We are seeking a **Financial Analyst** to develop, interpret, and implement complex financial and accounting concepts or techniques.

Responsibilities:

- Provide support to the Financial Controller and Director of Finance in preparing operating financial statements.
- Consolidate and analyze financial and statistical data including budgets, income statements, forecasts, etc.
- Assemble and summarize data to structure complex reports on financial status and risks.
- Analyze complex financial and statistical reports and records to ensure compliance, and recommends or takes corrective action as needed.
- Assist in development of monthly Forecasts, Annual Budget Processes, and Strategic Plans.
- Monitor and maintain computerized accounting systems and procedures, making recommendations for improvement.
- Track and determine financial status of Agency programs by analyzing actual results in comparison with budgets and forecasts.
- Provide support for external and internal audits as needed.
- Manage all month-end processes by tracking and monitoring results.
- Provide training and support to the Accounting team.
- Perform other duties as assigned.

Qualifications:

- Post-Secondary degree/diploma in an Accounting related program
- 3-5 years of experience in an Accounting related position
- Certified Professional Accountant (CPA) designation considered an asset
- Advanced knowledge of MS Office software; specifically Excel
- Experience in SAGE and/or Oracle is considered a strong asset
- Ability to perform complex accounting reconciliations
- Excellent communication skills
- Demonstrate ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Work effectively as a part of a team as well as independently

If you are interested in applying for this position, please submit your résumé and cover letter.

Jewish Family and Child Service is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

JF&CS has a COVID-19 vaccination policy in place. As a condition of employment, all employees are required to be vaccinated for COVID-19, unless a valid exemption under the *Ontario Human Rights Code* is provided.

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

To learn more about Jewish Family and Child Service, please visit: www.jfandcs.com | www.facebook.com/jfandcs