



Job Description

Accounting Analyst, Finance & Administration

Requisition No:	01634
Posting Date:	05-19-2022
Posting End Date:	05-30-2022
Region:	Toronto
Schedule:	Full Time
Duration:	Permanent
Location:	Isabella Street
Expected Hires:	1
Minimum Salary:	\$70,772.00
Maximum Salary:	\$84,777.00
Employee Type:	Non-union
Hours per Week:	35
Contract Length:	
Team:	Accounting-General Accounting
Branch:	CS-Finance & Administration

POSITION

ACCOUNTING ANALYST

As a member of the General Accounting team, the Accounting Analyst is responsible for ensuring data integrity and accuracy of financial information. Under the direction of the Supervisor, General Accounting, this position is responsible for overseeing and implementing continuous improvement initiatives on the General Accounting team.

MAJOR RESPONSIBILITIES

1. Analyzes financial records, communicates with stakeholders, prepares adjustments in order to accurately reflect financial information;
2. Maintains accounting records related to clients-owned accounts, providing client account reports/statements and responding to enquiries;
3. Analyzes financial transactions and identifies opportunities to support continuous improvement;
4. Safeguards Society's financial resources, including cost recovery and asset management;
5. Plans and implements functional process optimization and change initiatives;
6. Prepares financial reports required by the Management and the Ministry;
7. Performs other duties and back-up as assigned;
8. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, Client Privacy policies and other relevant Society policies and Ministry Directives;
9. Uses sound judgment in consideration of financial resources;
10. Complies with Society's financial policies and procedures;
11. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislations.

QUALIFICATIONS

Education and Experience:

- Degree/Diploma relating to Finance, Business or Accounting is required
- Completion of, or actively working towards to a professional accounting designation (CPA) is required
- 3 years of relevant experience in an accounting or financial analysis role, preferably in a related sector

Knowledge and Skills:

- Proficiency in working with large data sets, including knowledge of advanced Excel functions
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Developed interpersonal, customer service skills to work cooperatively with staff, the team, the branch as well as work in a fast-paced setting
- Self-starting individual with ability to analyze and extract patterns and trends with models from real world data sets
- Skilled in applying problem-solving techniques to complications that may arise
- Excellent verbal and written communication skills for reports and internal communications
- Excellent organizational skills with ability to adapt to changing working conditions

- Ability to prioritize multiple activities with tight deadlines
- Able to perform work accurately and thoroughly with high attention to detail
- Skilled at being organized and follow a systematic method of performing a task
- Awareness of and sensitivity to issues of equity and diversity

Assets:

- Experience interacting with relational databases and BI tools
- Experience implementing and assessing internal controls
- Familiar with workflow software applications
- Familiarity with the Child Welfare sector

OTHER INFORMATION

Accommodation at CAST

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

Equity Hiring Strategy and Application Process

The Children's Aid Society of Toronto (CAS of Toronto) is committed to building a skilled workforce that reflects the population of Toronto as well as the diverse communities we serve. For this specific career opportunity to support our Equity Hiring Strategy, CAS of Toronto is inviting applications from qualified individuals who self-identify as being part of one or more of the following under-represented groups:

- racialized (visible minority)
- persons with disabilities
- 2SLGBTQ+

This initiative is deemed to be a Special Program under the Ontario Human Rights Code.

During the online application process, applicants will have the opportunity to complete the Employment Equity questionnaire, to indicate if they self-identify as being part of one or more of the above under-represented groups. Answering the questionnaire is voluntary and all responses will be kept confidential and used only for the purposes outlined in this program. If the questionnaire is not completed by an applicant, they will not be considered as being from an equity seeking group.

The information collected will help us identify qualified applicants from the listed under-represented groups for this specific opportunity as part of our Equity Hiring Strategy. In addition, information provided will be used to understand the diversity of candidates that apply to roles within CAS of Toronto. A summary of the responses to this questionnaire will be used to help assess application trends and inform the development of enhanced and future recruitment programs which are equitable and accessible.

Qualified applicants who are interested in this opportunity can apply for position by submitting their application consisting of a cover letter and resume at <https://www.torontocas.ca/careers> , fax (416-324-2400), or mail (30 Isabella Street, 5th Floor) to the attention of Human Resources.

Applications must be received in the Human Resources Department, **NO LATER THAN 11:59 PM on MONDAY, MAY 30, 2022.**

*****All newly hired Children's Aid Society of Toronto employees are required to be fully vaccinated against Covid-19 as a condition of hire*****