Job Description: Financial Analyst

Reporting Relationships:
The Financial Analyst reports to the Executive Assistant (& Operations Manager)

Summary of Role:
The Financial Analyst is responsible for keeping the agency's accounting records and ledgers, supporting budgeting, forecasting, and variance analysis.

The Financial Analyst's day-to-day tasks include recording transactions such as revenue and expenditures and posting them to the appropriate accounts. This role is vital to the organization in keeping, updating, and maintaining records to ensure compliance with provincial and federal requirements.

Hours of Work:
The Financial Analyst manages a 22.5-hour work week, primarily being available during office hours Monday through Friday, 8:30 a.m. to 4:30 p.m. A schedule will be arranged by the Executive Assistant to meet the needs of the organization while considering the Financial Analyst's preferences for a schedule.

Contact Brant offers a hybrid model of work, part-time in the office and part-time at your home office.

Qualifications:
1. Post-secondary diploma or degree in Finance, Accounting, or Business Administration.
2. A minimum of 3 years of financial experience, including experience in the not-for-profit sector.
3. An in-depth understanding and use of accounting fundamentals, best practices, and accounting framework is required.
4. Proficiency in using a variety of software and database applications, including Excel, QuickBooks, and data entry skills.
5. Knowledge of provincial and federal laws to comply with reporting requirements.

Conditions of Employment:
1. Acceptable police Vulnerable Persons Record check; maintaining no criminal convictions for which a pardon has not been granted.
2. Proof of COVID-19 vaccination, or medical exemption.

Competencies:
1. *Judgement and Accountability* – Strong skills in problem-solving and consistent decision-making. Learn from mistakes; weigh costs, benefits, and risks; analytical and problem-solver; make sound judgments; ensure follow-up and communication.
2. *Organization and Attention to Detail* – Excellent time management and organizational skills, as well as exceptional attention to detail and accuracy. Ability to organize and plan ahead to meet deadlines, respond to time-sensitive information, prioritize, multi-task, and display efficiency.
3. *Integrity and Transparency* - Accurate, precise, and accountable documentation and record-keeping; honesty.

4. *Communication* – Strong communication skills (written, oral, listening and non-verbal); engage in positive, productive, and proactive conversations that support teamwork and efficient operations; collaborative.
5. *Implementation* - Analytical and solution oriented. Determine appropriate processes to get things done with sufficient attention to detail to ensure a high level of accuracy and timeliness; the highest professional and confidentiality standards; ability to work independently and participate as a team member; flexibility and a sense of humor.
6. *Tech-Savviness* – Knowledgeable and up-to-date in using a variety of software, database applications and technologies; an Excel and QuickBooks expert.
7. *Role Modeling* - Champion principles and practices of inclusion and equity; lead by example.
8. *Continuously Learning* - Is an active learner, identifying professional goals and personal areas for growth; apply newly acquired knowledge in service delivery.

Responsibilities:

1. **Financial Excellence**
    - Manage accounts and incoming payments in compliance with financial policies and procedures.
    - Keep an accurate record of all financial transactions
    - Update and maintain the general ledger regularly
    - Record debits and credits.
    - Process payments.
    - Prepare bills and invoices and record bank deposits in QuickBooks.
    - Perform routine financial transactions such as verifying, classifying, computing, posting, and recording data.
    - Maintain and balance through general ledger reconciliation
    - Confirm accuracy of transactions through account reconciliation
    - Conducting daily banking transactions
    - Reconcile bank statements monthly.
    - Reconcile the accounts receivable ledger to ensure that all payments are properly recorded and accounted for.
    - Reconcile accounting system entries.
    - Accurately and frequently update the company's general ledger and prepare the trial balance.
    - Collect, analyze, and summarize financial data and information for reporting purposes.
    - Produce detailed financial reports monthly, and as requested.
    - Prepare reports for the Executive Assistant for Ministry reporting in TPON.
    - Collaborate with management to ensure organizational finances are in good standing.
    - Keep an eye out for any deviations from the projected budget.
    - Recommend process improvements for the organization's financial transactions and tracking.
    - Comply with provincial/federal reporting requirements, including EHT reporting, Charitable Return, HST rebate, CRA documents, etc.
    - Remain updated on changing provincial/federal legislation and reporting requirements

2. **Professional Expectations:**
   - Adhere to agency Policies and Procedures as well as Service Principles.
   - Fulfill all record-keeping requirements in a timely manner and document data required by the Ministry and the agency.
   - Represent Contact Brant at all times by maintaining professional conduct and behaviour; exhibit stated agency values.
   - Respect and fully understand privacy legislation.
   - Demonstrate strong communication skills. Communicate concisely, clearly and in a manner that is appropriate for the listener; use non-verbal communication that is compatible with the message being conveyed.
   - Develop and foster effective working relationships with and community stakeholders to facilitate effective business and service relationships.
   - Promote effective teamwork through daily interactions with co-workers and participation in staff meetings.
   - Promote Contact Brant within the community through participation in events and committee membership, as appropriate.
   - Maintain up-to-date information and knowledge about services and resources offered by Ministry service providers and the broader community.

The Financial Analyst is an integral team member with Contact Brant. It is expected that the Financial Analyst will contribute to problem-solving to improve the productivity, efficiency and effectiveness of the organization.

The preceding job description will evolve with the changing operational requirements of Contact Brant. With this in mind, the position is not limited to the duties outlined above.