



JOB POSTING

JOB TITLE: FINANCIAL ANALYST
POSITION LEVEL: LEVEL 6
SALARY RANGE: \$45,922.50 – \$61,716.00
POSITION STATUS: REGULAR FULL TIME
JOB LOCATION: 32 HEATH STREET WEST, TORONTO ON

Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive

Department: The Finance department is responsible for all the day to day transactional accounting for the organization. This will include but not limited to controlling expenditures and obligations (including operating expenses, debt, payroll); receipting and depositing all revenues; managing the investment of all monies; accounting for all assets and capital project expenditures; internal and external reporting; management of the organization's cash-flow.

Position Description: The Financial Analyst (FA) is responsible for the preparation, review and analysis of financial reports for various service programs. The Financial Analyst will explain budget variances, perform account analysis, and manage projects that impact the accounting operations. The FA takes a role in the creation of a client focus environment and development of standardized work processes to ensure internal control and safe-guard the assets of the agency. He/She will assist the Director of Corporate Services on matters of accounting policies, quality control and integrity of financial information.

Qualifications:

- ✓ Bachelor's degree in finance or related field or working towards the completion of a recognized accounting program CPA/CMA/CGA.
- ✓ Minimum 1-3 years' experience in financial reporting, account analysis and reconciliation, A/P, A/R, payroll, general journal generation.
- ✓ Good understanding of CRA regulations as they relate to non-for profits/charities.
- ✓ Previous experience, knowledge and/or exposure to reporting requirements of various Federal, Provincial and/or Municipal Governments, or their Ministries.
- ✓ Must be proficient on ACCPAC, Sage or ACCPAC Windows.

- ✓ High level of proficiency in Excel is a must.
- ✓ Must possess good analytical, organizational and interpersonal skills.
- ✓ French is an asset.

Qualified individuals are invited to submit their application by **October 10, 2017**: Applicants should type or copy and paste on the subject line: **“Financial Analyst”**

HR Department

FAX: 416-920-8883

EMAIL: careers@mothercraft.org

We are not able to respond to telephone inquiries regarding this posting.

We thank all applicants for their interest. Only short listed candidates will be contacted.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.