

External Job Posting

Position Title: Financial Analyst

Employment Status: Permanent Full Time

Hours of Work: Monday to Friday, 35 Hours

Salary Range: Annualized salary range \$52,000 - \$62,000 commensurate on skills and experience, plus participation in HOOPP

Position Reports to: Manager, Finance and Accounting

Primary work location: Primary location Oshawa with remote capability

Organization – Quick Overview

Carea Community Health Centre (Carea) is a registered, charitable organization providing a wide range of free services and programs to community members across Durham Region.

We are an interprofessional group of staff that include team members such as physicians, specialists, healthcare staff, mental health professionals, program and support staff. Our expert team provides a wide range of healthcare, mental health, and social services that are inclusive, equitable and accessible to all. Carea's comprehensive services address the complex picture of human health. This means we consider the social, emotional, economic, health and developmental circumstances an individual is experiencing when accessing services. We partner with clients to improve their own health and wellness.

We strive to be accessible to community members who face barriers such as culture, gender, age, geographic isolation, homelessness, language, physical and/or cognitive disabilities, poverty, sexual identity and race.

Position Overview

Working as a member of the Corporate Services team, in the Finance department, this role reports to the Finance Manager. This entails Finance functions within the context of a self-directed and interdisciplinary team approach. Additionally, this role will collaborate within the Agency's team structure, in support of goals that align with and achieve the Agency's strategy, Mission, Vision and Values through enabling supports to operational budget management across line units.

Key Responsibilities:

- Prepare monthly bank reconciliations to ensure transactions recorded are complete and accurate.
- Review Subledgers reconciliations
- Prepare other Balance Sheet reconciliations
- Prepare Balance Sheet and Income Statement analysis
- Prepare Journal Entries, reoccurring and correcting.
- Monthly and year-end closing processes.
- Preparation of internal departmental financial statements and reports.
- Maintain Compliance and Task list

- Ensure that donations are entered and maintained in Blackbaud software, ensuring that funds are processed in both MS Dynamics Great Plains (GP) and Blackbaud systems to the proper account number and accordance with Agency funds definition.
- Prepare tax rebate for submissions, ensures compliance with all payment, reporting and other tax requirements
- Ensures all financial accounts, records and reports are audit-ready at the end of the fiscal year and are compliant with the Canadian GAAP
- Review continuous improvement of Finance processes
- Perform year-end balancing and reporting
- Assist Accounting Analyst with AP processing (matching, coding invoices, issuing cheques, statement reconciliation)
- Assist Accounting Analyst with credit card reconciliations and processing of credit card transactions in MS Dynamics Great Plains (GP)
- Perform other related duties as assigned.

Other duties within scope of duties include:

- Analyze transaction information.
- Through knowledge and understanding and ensure compliance to Canadian GAAP, Ontario Healthcare Reporting Standard, Organizations' Policy and Procedure.
- Resolve issues with delinquent late or outstanding employee reimbursement and credit card reports.
- Research, track and restore accounting or documentation problems and discrepancies.
- Resolving payment discrepancies and disputes on behalf of the company
- Contribute/participate in team-based duties as assigned, including contribution to operational and team effectiveness of the Corporate Services Team, and overall Workplace Success initiatives across the organization.
- Actively participate/partner on projects/committees, internal and external as applicable.
- Collaborate with the finance team members and other departments to maintain company financial health.

Key Qualifications

- Bachelor's degree in Accounting, Finance or Business
- Pursuing CPA or newly designate is preferred
- 2+ years of experience
- Thorough understanding of GAAP and accounting functions/practices
- Function in accordance with established standards, policies, and procedures
- Proven quality service orientation
- Strong listening, oral and written communication skills
- Self-motivator with ability to work independently
- Willingness to work as a team and maintain comradery in the department and organisation.
- Must enjoy spending time with details as this role is detailed and routine oriented within a fast-paced finance department

- Strong organization, and time management skills as there will be multiple/simultaneous deadlines on a regular basis
- Proficiency in the use of computers and various software applications as relates to financial/accounting administration (including purchase order)
- Proficient with computer skills in word processing, email, and spreadsheets work/development, and ability to explore the Internet
- Ability to handle multiple requests and work in a fast-paced office environment
- Demonstrates a “can-do” attitude. Results-driven
- Demonstrated ability to manage workload with simultaneous deadlines, determine priorities and meet deadlines.
- Familiarity with financial systems (e.g., Great Plains), proficiency with computer skills in word processing, email, and spreadsheets work/development, and ability to explore the Internet
- Ability to provide support and input into departmental objectives as aligned with Agency’s Strategy, to assist in evaluating and continuously improving work processes
- Must have proven experience with always maintaining confidentiality

Full vaccination (minimum two doses) against COVID-19 is mandatory for this position (Carea CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

Application Process:

- 1) If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@careachc.ca. This position will remain posted until filled.
- 2) While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- 3) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- 4) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Carea Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to recruiting@careachc.ca. **Carea Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**