

INTERNAL/EXTERNAL

Position:	Senior Financial Analyst
Type:	Permanent, Full-Time, Non-Bargaining Unit
Number of Positions Posted:	1
Number of Hours:	37.5 hours per week
Rate:	\$66,534.00 to \$76,420.50 per year
Supervisor:	Vice President, Finance and Technology
Posting Date:	January 3, 2019
Application Deadline:	January 14, 2019
Location:	36 Lombard Street

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for close to 120 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Fred Victor is currently looking for a strong Senior Financial Analyst to join their finance function. The Senior Financial Analyst supports the continuous improvement of the Finance operations, leading initiatives to improve and maintain existing processes, policies, financial models, finance systems and reporting tools. This position will also support monthly reporting and analysis needs, preparing regular as well as ad hoc reporting and financial analysis. This is a new role at Fred Victor.

Responsibilities:

- Participate in implementation of ADP Workforce Now payroll system, including data conversion, testing and launch phases.
- Develop training materials for ADP Workforce Now Payroll and Time and Attendance modules.
- Provide post-implementation monitoring and support for ADP Workforce Now payroll system on an ongoing basis, proactively identifying and resolving issues as they occur.
- Supervise Payroll & Benefits administrator, working collaboratively to improve payroll processes and reporting.
- Lead special projects to improve existing processes, policies, financial models, finance systems and reporting, using a quality improvement framework.
- Lead change management, working with finance peers and other internal stakeholders to collaborate, influence and improve shared processes.
- Prepare various management reports on a monthly basis and as required, utilizing accounting system and other internal systems.
- Conduct variance analysis and provide management with expert advice based on findings.
- Partner with HR to develop and implement an HRIS project.
- Provides support to the Finance team on an ad hoc basis, as assigned.



Qualifications:

- Post-secondary education in finance and accounting; CPA or Payroll designation (PCP or PCM) or similar designation required
- A minimum of 5 years work experience in accounting, financial reporting and analysis. Experience in the not-for-profit sector would be an asset
- Very strong problem-solving and critical-thinking skills; able to identify issues, propose viable solutions, and implement appropriate changes
- Demonstrated experience with quality improvement and change management in a finance setting
- Report writing experience required
- Experience with complex accounting and payroll systems required
- Proficiency in Excel and Microsoft Office required. Sage would be an asset
- Must demonstrate excellent communication skills, with a high customer service focus
- High energy team player, with a positive can-do attitude, flexible and adaptable to change; shares best practices with others
- Results-oriented and organized, focused on producing high quality work within tight timelines
- Strong attention to detail

Working Conditions:

- The work involves interacting with a wide range of people and involves regular stress and handling multiple demands effectively.
- The workstation is located in the administration office. The work requires the employee to sit for many consecutive hours at a computer station.
- Works regularly scheduled shifts. Willingness to accommodate a flexible work schedule as some evening and weekend work may be required.

The final candidate will be required to provide a current police reference check prior to being hired

Please submit a resume and cover letter by e-mail no later than Monday, January 14, 2019 at 5:00pm to:

Michael Marco
Vice President, Finance and Technology
mmarco@fredvictor.org

NO PHONE CALLS, FAXES OR MAILED RESUMES

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.