

## INTERNAL/EXTERNAL

<b>Position:</b>	Financial Analyst
<b>Type:</b>	Permanent, Full-Time, Non-Bargaining Unit
<b>Number of Positions Posted:</b>	1
<b>Number of Hours:</b>	37.5 hours per week
<b>Rate:</b>	\$52,650 to \$58,110 per annum
<b>Supervisor:</b>	Senior Manager, Finance
<b>Posting Date:</b>	February 4, 2019
<b>Application Deadline:</b>	February 20, 2019
<b>Locations</b>	300-36 Lombard St. E

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](http://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 Financial Analyst under the leadership of the Senior Manager, Finance. The Financial Analyst is responsible for providing a complete range of accounting and financial management services for Fred Victor which includes the assistance of the accounts payable function and meeting all program managers and funder requirements. The key areas of responsibility are to participate in the internal and funder budgeting processes and to ensure that the financial sections of funder reporting are done in a complete and timely fashion. The Financial Analyst will also track program revenues, associated program receivables and reconcile them to ensure the completeness of revenue accounts and the disbursements of all types are fully and accurately accounted for. They will also participate as part of any special projects in the Finance department.

### **Responsibilities:**

- Ensures the provision of a safe and welcoming program space with responsive customer and community service
- Coordinates/assists in producing key monthly financial reports for use by all levels of management with specialized reports specifically for use by the Chief Executive Officer, Vice President, Finance & Information Technology, and Finance Committee
- Liaisons with external auditors on an annual basis
- Prepares and reconciles fixed assets schedules
- Reconciles all revenue accounts and maintains revenue binders in a timely manner
- Participates in annual budget planning process
- Monitors budgets and completes variance analysis
- Meets with Program Managers and Directors to discuss financial variances and adjusts spending to ensure program expenses are within targets



- Completes monthly bank reconciliations of all bank and investment accounts
- Coordinates the development of, enforces, and maintains the policies and procedures for the Finance Department
- Participates in the completion of funding and report requirements
- Ensures statistical information is accurate and is submitted to funders on time
- Ensures service targets requested by funders are met
- Performs administrative duties related to financial management such as typing, filing, report writing
- Performs tasks of accounting staff on an emergency basis
- Investigates and resolves complaints regarding the accounting and payables area
- Resolves day-to-day issues and engages staff in problem-solving and ongoing change management
- Ensures staff adheres to applicable regulations and overall good business practices including promoting a culture of excellent customer service
- Maintains excellent relationships with funders, all levels of management, and staff
- Prepares all general ledger entries adjustments, internal transfers and various accounts reconciliations

**Qualifications:**

- Formal training in accounting and finance
- CPA CGA, with 2-3 years of Not-for-Profit accounting and finance experience
- Experience working within the public sector, particularly community agencies
- Ability to work under high pressure and manage a variety of time sensitive reports and requirements
- Direct experience in developing and preparing a variety of financial and related analytical reports
- Demonstrated experience preparing and monitoring budgets
- Ability to work independently and with senior management
- High level of customer service
- Detailed and highly accurate work in a high volume setting as needed
- Excellent interpersonal, oral and written communication skills
- Ability to work in a fast-paced environment with changing work priorities
- Computer literacy with MS Office Suite, Excel (intermediate to advanced), ACCPAC or other financial software
- Willingness to accommodate a flexible work schedule as some evening and weekend work may be required of all levels of staff, funders, partner agencies and other stakeholders

**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 hire.**

Please submit a resume and cover letter **by e-mail** no later than Wednesday, February 20th, 2019 at 5:00pm to:

**Jamal Khan**  
**Senior Manager, Finance**  
[jkhan@fredvictor.org](mailto:jkhan@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.*