

Senior Financial Analyst

Hours of work: Full-Time, Monday to Friday, 8:30am to 4:30am	Benefits: Employer paid Health and Dental, Pension, Vacation and Paid Time Off.	Starting Salary: \$63,753.75
Location: This position will be based in Owen Sound.		

Do you want to make a difference in the lives of people and the community? If that is you, you have come to the right place! Tri-Alliance Shared Services Organization is a newly formed organization providing management and administrative services to Bruce Peninsula Association for Community Living, Community Living Owen Sound and District and Community Living Walkerton and District. Located throughout Bruce and Grey counties, the Tri-Alliance agencies support people with developmental disabilities to live meaningful lives within their communities. As an employee of Tri-Alliance you will be joining a dedicated and committed team whose mission is to nurture inclusion and promote people’s full participation as valued and contributing citizens. As a new agency, our online presence is under construction, however, please check out the websites of each agency to learn more agency specific details.

Tri-Alliance is seeking a Finance Administrator who will assist in the multiple financial activities of Tri-Alliance and its partner agencies, more specifically Community Living Owen Sound and District. This includes managing the Accounts Payable and Receivable functions and maintaining appropriate financial documentation. Other responsibilities include Create new finance policies procedures and suggest amendments in changing circumstances. Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period. Financial reporting materials for government, corporate, and foundation grants.

RESPONSIBILITIES:

- Support and assist the Director of Finance and the Senior Leadership Team in the annual budgeting and planning process. Administer and review all financial plans and compare actual results with a view to identify, explain, and correct variances as appropriate.
- Create new finance policies procedures and suggest amendments in changing circumstances.
- Analyze financial data and present financial reports in an accurate and timely manner. Clearly communicate monthly, quarterly, and annual financial statements.
- Support the Director of Finance in engaging with the Board’s finance committees around issues and trends in financial operating models and delivery.
- Under the direction of the Director, coordinate audit activities. Maintain direct contact with the external auditors for the completion of the annual audit in accordance with Generally Accepted Accounting Principles (GAAP).
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period. Collate financial reporting materials for government, corporate, and foundation grants.
- Address concerns from management in a timely manner. Provide best practice knowledge and advice which may involve developing longer-term strategies, monitoring spending and income against budgets, maintaining budgetary control, providing management accounting information, and/or recommending one or more remedial actions.
- Ensure that appropriate accounting procedures are applied consistently throughout the organization while maintaining accurate financial records.
- Ensure reports such as monthly financial reports for management, quarterly reports for Board and Finance Committee meetings, Annual Information Return, and Charity returns are completed and filed on time. Ensure other required reports are completed and submitted per their respective schedules.
- Maintain Insurance policies and ensure they are updated for buildings, homes, vehicles etc.
- Coordinate monthly/quarterly filings and yearly tax returns, periodic governmental filings, registrations, business licenses, payment of property taxes etc.
- Responsible for reconciling (or coordinating the reconciling of) general ledger accounts including, but not limited to, all accounts receivable, accounts payable and payroll accounts.

QUALIFICATIONS:

- Undergraduate degree in business or accounting as well as working towards CPA (CGA, CMA, CA) designation.
- Minimum of 5 years of progressive accounting and finance experience, preferably in a not for profit
- Must have at least five (2) years of demonstrated experience in managing/coordinating monthly, quarterly, annual financial closing and reporting, with all required reconciliations and schedules completed in a timely manner.
- Experience in accounting and audit, gathering, evaluating, presenting, and reporting financial information to executive teams, Boards, external auditors, and external stakeholders.
- Experience in a not for profit organization that has multiple programs and services.
- Strong practical accounting principles and knowledge of non-profit sector.
- Solid experience coordinating audit activities and managing reporting of government, corporate and foundational grants is essential.
- Experience leading; recruiting, mentoring, training, and retaining a diverse team.
- Thinks strategically and takes an analytic approach using strong organization skills and problem-solving ability around interpretation of data.
- Strong interpersonal and communication skills including the ability to share vital data through presentations to multiple internal and external stakeholders and funders.
- Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Able to work independently and as part of a team.

Please submit cover letter and resume to jobs@trialliance.ca quoting: **Senior Financial Analyst – Posting #2024-212** in the subject line. We would like to thank all applicants; however only those selected for an interview will be contacted.