



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

SCHC operates three Community Health Centres that offer Primary Health Care Services. The team functions within an interprofessional model of care.

We are currently looking to hire a:

**FINANCIAL ANALYST**  
**Part Time (21 hours per week)**  
**3 to 6 Month Contract**

**The Financial Analyst** will work collaboratively with Finance and other staff of the organization in the Corporate Services - Finance Department reporting to the Finance Manager. This individual will work collaboratively within a team setting as well as independently as required. The successful individual will primarily be responsible for providing timely and accurate support to the Finance Manager for all aspects of the financial reporting and budget analysis of the organization. He/She will maintain good communication with the Finance Manager providing updates and support on financial matters and will provide early identification of issues for resolution to meet the strict internal and external reporting deadlines.

**Reports to:** Finance Manager

**RESPONSIBILITIES:**

- Promote the mission, vision and values of SCHC
- Adhere to all policies and procedures of SCHC
- Collaborate with all Finance staff to ensure financial policies adhere to GAAP
- Develop and maintain professional competence
- Assist in monthly reconciliation and analysis of all GL accounts (i.e. Balance sheet, cash flow, revenue , expenditure, payroll and reconciliation of other statutory payable/receivable)
- Assist with monthly, quarterly and annual financial reporting and variance analysis ensuring all expenses conform to budgets
- Assist with the annual budget preparation and analysis
- Assist with preparation of annual audit working papers
- Willingness to assist in the development and implementation of financial systems/modelling at SCHC
- Other duties including special projects and assignments

**QUALIFICATIONS & EXPERIENCE:**

- Certificate/Diploma/Degree in Accounting/Finance/Commerce/ Business Administration (or equivalent education/experience)
- Minimum of two (2) years' experience in an Finance, Accounting and Budgeting processing role (preferably in a non-profit organization) with an exposure to a range of accounting practices
- Advance knowledge and experience in MS Excel (i.e. Pivot, Formula, Vlookup, Financial Modelling, etc.) is required
- Knowledge and experience working with accounting system software (e.g. Great Plains) and other software such as MS Word and Power Point
- Knowledge and experience of OHRS ( Ontario Health Reporting standards) is definitely considered an asset
- Good financial skills and knowledge of GAAP
- Sound analytical and technical knowledge of finance, accounting and budgeting processes
- Ability to prioritize tasks to meet financial demands and deadlines
- Ability to work independently and as a part of a team
- Proficiency in the use of computers, and various software applications
- Strong organizational, interpersonal and communication skills
- Must be detail oriented and have an ability to identify errors
- Sensitivity and awareness of cultural, racial, economic, and socially diverse communities
- Ability to maintain privacy and confidentiality of information

**Other Requirements:**

- Subject to a Police Reference Check
- Valid Driver's License to drive in Ontario and access to a vehicle is considered an asset
- Willingness to work at multiple sites due to program scheduling & requirements
- Flexibility of hours - occasional evenings or weekend work may be required especially at Quarter end / Year-end.

**Please apply in confidence by emailing a current resume to the attention of the HR Department at [hr@schcontario.ca](mailto:hr@schcontario.ca) by no later than December 19, 2018.**

*We would like to thank all applicants; only those invited to interviews will be contacted.*

Scarborough Centre for Healthy Communities is strongly committed to diversity within its community and inclusive workforce that reflects the communities that we serve. SCHC encourages applications from visible minority group members, women, aboriginal persons, persons with disabilities and members of sexual minority groups.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), SCHC will provide accommodation in all parts of the hiring process as required, upon request from applicants.

For more information about our programs and services, please visit our website at [www.schcontario.ca](http://www.schcontario.ca).