



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.

We are currently looking to hire a:

**Senior Financial Analyst  
1-Full Time (35 hrs/wk)**

**Reporting To:** Chief Financial and Administrative Officer (CFAO)

**DEPARTMENT:** Corporate Services – Finance

**SCOPE:**

*Scarborough Centre for Healthy Communities (SCHC)* is a diverse multi-service delivery agency providing primary health care, community/social support for individuals, families, youth, adults and seniors.

The Senior Financial Analyst will work collaboratively with all staff across the organization in the Corporate Services - Finance Department, reporting to the Chief Financial and Administrative Officer (CFAO). The role of the incumbent is to ensure the smooth administration of finances across the agency and in particular ensuring all external and internal financial reports/reporting requirements are completed/met and all related deadlines are adhered to. This individual will work collaboratively within a team setting as well as independently as required. The successful individual will be responsible to lead the accounting and reporting operation in consultation with the CFAO.

**ACCOUNTABILITY:** The Senior Financial Analyst reports directly to the CFAO

**RESPONSIBILITIES:**

**Finance Operation**

- Collaborate with all Finance staff to ensure financial policies adhere to GAAP;
- Maintain Chart of Accounts and OHRS accounts mapping
- Collaborate with programs to ensure all expenses conform to budgets and funding agreements;
- Manage revenue cycle GL entries and reconciliations
- Monthly review of all GL accounts and reconciliations to ensure compliance with legislation and GAAP requirements;
- Lead the month-end closing process

- Assist in Budget Planning and Budget Import to Great Plains
- Lead the development of standardized financial reporting package including statement of operation, balance sheet, reconciliation for revenue, balance accounts, donations etc.

### **Reporting**

- Prepare LHIN, OHRS, Ministry and other funder reports, per their respective reporting deadlines and schedules;
- Prepare monthly management variance reports and review with program managers
- Prepare annual audit working papers;
- Assist in responding in a timely manner to all SCHC funders, partners, agencies, and internal stakeholders with any ad-hoc requests for information and interim reports.

### **Other**

- Promote the mission, vision and values of SCHC;
- Adhere to all policies and procedures of SCHC;
- Lead key financial operation improvement projects
- Other duties as assigned.

### **QUALIFICATIONS & EXPERIENCE:**

- University undergraduate degree with a concentration in business, finance or accounting
- Designated or in the final stage of becoming a Chartered Professional Accountant (CPA) is an asset;
- Minimum of three (3) years' experience in a similar Finance role (preferably in a non-profit organization) and with exposure to government reporting and accounting practices;
- Strong financial accounting skills and knowledge of GAAP;
- Good knowledge of provincial government reporting (e.g. OHRS, SRI, CAPS, ARR) is considered a strong asset,
- Working knowledge of Great Plains accounting software and related reporting features/functions is also a strong asset.
- Excellent knowledge of MS Excel (e.g. vlookup, Pivot Table, VBA and Macro).
- Ability to work flexible hours - especially at quarter-end, year-end, budget preparation
- Excellent organizational, interpersonal and communication skills;
- Ability to prioritize tasks to meet financial demands and deadlines;
- Ability to work independently and as a part of a team;
- Must be detail oriented and have an ability to identify anomalies;
- Sensitivity towards and awareness of cultural, racial, economic, and socially diverse communities;
- Willingness to work and travel between multiple sites in Scarborough;

**Significant Working Conditions:**

Flexibility of hours – occasional evenings or weekend work may be required.

**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 11:59pm on September 4, 2020**

**Note: Please quote Senior Financial Analyst in the subject line.**

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

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