



Nucleus Independent Living is a non-profit organization with over 30 years of experience in providing high quality support services within an independent living philosophy. We provide personal support and essential homemaking assistance to frail seniors and persons with physical disabilities living within designated areas in Mississauga, Oakville and two sites in Toronto. Scheduled and on-call services are available 24/7/365 to enable individuals to remain living independently in their own homes.

An exciting opportunity exists for a quality and customer service driven individual for the position of:

Financial Analyst

POSITION SUMMARY

Reporting to the Director, Finance and IT, the Financial Analyst will be responsible for providing expertise and guidance to assist with the review and efficient delivery of financial operations for Nucleus Independent Living and Community Agency Partners. This position maintains accurate financial reporting both internally and externally to the funder, and assists with budgeting and forecasting.

Additionally, responsibilities will include producing monthly financial reports, making accurate monthly remittances, recording deposits to the General Ledger as well as processing payables and receivables, providing assistance with annual audit working papers, ensuring timely and accurate invoicing, updating the internal database and administration duties related to financial accounting.

POSITION RESPONSIBILITIES INCLUDE:

- Prepare and analyze monthly/quarterly financial statements, including statement of revenue and expenses, balance sheets, cash flow forecast, and dashboard.
- Assist with the preparation and required documentation for the annual fiscal year-end audit, and provide explanation and information for any issues that may arise.
- Develop and analyse the statistical and accounting information in order to inform the operating results in term of performance against budget, and operating effectiveness of the organization.
- Prepare external government reporting to the funder, ensuring that all reporting requirements and deadlines are met.
- Maintain an accurate and complete trail of supporting documentation for all financial activities including detailed filing system for audit and is compliant with the records management policy of the organization.
- Prepare the general ledger, journal entries and trial balance.
- Prepare account and bank reconciliations.
- Assess fixed assets and depreciation.
- Manage accounts payable/receivable, preparing cheques and ensuring sign off, accurate coding, recording of information and signature for proper assignment of budgetary expenditure.
- Act as the key contact with vendors regarding invoicing.
- Ensure timely monthly remittances of CRA Source Deduction, EHT and WSIB as well as filing of annual reconciliations for CRA, EHT and WSIB and annual filing of Registered Charity Information Return.



SKILLS AND QUALIFICATIONS

- Degree in Business Administration, Commerce or equivalent. CGA or CMA designation is required.
- Three (3) years' experience in a financial accounting role preferably in the non-profit healthcare sector.
- Strong working knowledge of General Accepted Accounting Principles and Practices.
- Familiarity with Not-For-Profit and Ministry of Health reporting. Knowledge of Ontario Health Reporting Standards/Management Information System (OHRS/MIS) a great asset.
- Experience with financial analysis, budgeting, accounting, reporting systems.
- Proficiency with accounting software (QuickBooks and Great Plains) and with Microsoft products including Word, Excel, Outlook and Power Point.
- High level of integrity, confidentiality, and accountability.
- Strong written and verbal communication skills, able to explain financial results to non-finance staff
- Strong analytical skills.
- Solid ability to plan, organize and effectively manage a large volume of work meeting deadlines with a high degree of accuracy and attention to detail in the presence of frequent interruptions and responding to ad-hoc requests for data and reports in a knowledgeable and flexible manner.
- Able to build trusting relationships by demonstrating excellent listening skills, patience, and understanding.
- Able to work individually and as part of a team environment.
- Demonstrated satisfactory work performance and attendance history. Willingness and ability to work extra hours when required.

Don't miss this exciting opportunity to join our leading organization!

Please send your cover letter **including salary expectations** and resume by 4:30pm April 27th, 2018 quoting job #047 to: careers@nucleusonline.ca

No agencies please.

We are an equal opportunity employer and will provide accommodation through the recruitment process.