



Vacancy

Financial Analyst

Effective Immediately

Regular, Full-Time (1.0 Full Time Equivalents (FTE), 35 hours per week)

Wage: \$41.90 - \$46.38 per hour

Posting ID: 24-1005-IE

1. Summary of Duties:

As a member of the Central Services Division, the Financial Analyst is primarily accountable to the Manager, Finance, and will work closely with members of the Financial Services Team to ensure the efficient and effective operation of a financial management system in accordance with generally accepted accounting principles (GAAP), Board of Health policies and Ontario Public Health Standards (OPHS) 2018.

The Financial Analyst will provide budgeting, forecasting and variance analysis support for selected programs, departments and divisions within the organization; prepare and present ad-hoc financial reports; conduct detailed financial analysis and research information to support various program initiatives; and assist and educate managers in understanding financial reports.

2. Minimum Qualifications and Position Requirements:

Education:

- Undergraduate Degree in business administration or commerce required.
- CPA designation or in the process of attaining, preferred.

Experience:

- 3-5 years demonstrated related work experience in cost accounting, financial analysis, planning, budgeting, Ministry of Health reporting, and project management required.
- Experience with the development of financial models, workflow and analysis for business and process efficiency improvements.
- Experience in a unionized, public-sector work environment preferred.

3. Program Division Requirements:

- Work closely with the financial services team to prepare or coordinate accurate financial reporting.
- Analyze financial data; perform variance analysis; and provide analysis of trends and forecasts.
- Assist with budget development, including salary costing projections; cashflow; investments; accounts receivable and accounts payable; and financial reporting and reconciliation.
- Perform accounting analysis; and identify and make recommendations for process improvements.
- Increase productivity by developing automated reporting/forecasting tools.
- Adhere to compliance with all funder requirements, all relevant legislation, financial reporting requirements of the Ministry of Health Accountability Agreements, Canadian Public-Sector Accounting Standards and Canada Revenue Agency.
- Liaise with Senior Leaders and Managers on matters relating to financial services including accounting, purchasing, budget development and variance reporting.
- Support coordination of new or revised Central Services initiatives such as financial services, CQI initiatives, and policies and procedures.
- Prepare and negotiate procurement and service contracts, renewals, changes, and additions to contractual agreements.

4. Required Technical Competence:

Demonstrated effective working knowledge, expertise, practical application related to:

- Excellent knowledge of Generally Accepted Accounting Principles (GAAP);
- In-depth knowledge of accounting principles and practices in a computerized financial environment;
- Knowledge of budgeting and year-end process to support budget and year end preparation and variance analysis activities;
- Proficiency at an intermediate level in the use of internet, various computer programs in a Windows environment (e.g. Excel, Word, PowerPoint), and other office programs and equipment; to use computer spreadsheets and relevant accounting software programs at a proficient level, and;
- Strong organizational, analytical, research, problem solving, interpersonal, oral and written communication skills.

5. How to Apply:

- Apply in writing via email to: careers@peterboroughpublichealth.ca
- Include your name, the position classification, and the posting ID in the email subject line: Example: "Jane Smith, Public Health Inspector, 24-4001-IE"
- Attach a **single file** (doc, docx, or pdf) including your cover letter and resume, which addresses the qualifications noted above.

Peterborough Public Health is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the request of the applicant.

Peterborough Public Health requires all employees to provide proof of vaccination of a COVID-19 vaccine series or a valid medical exemption. Candidates selected for an interview will be asked to provide their official documentation.

Please note that only applicants to be given further consideration will be contacted for an interview.

6. Applications to be received no later than:

September 12th, 2024 at 4:30pm