



At the CMHA Grey Bruce we cultivate hope, resilience and community for those who live with, and are impacted by, mental illness and/ or/ addiction. We are driven by our values of compassion, dignity, inclusivity, integrity and choice. We will create an inclusive community inspiring hope, choice and well-being for all.

We are currently recruiting for:

FINANCIAL ANALYST	
PERMANENT FULL TIME	
1 position available	
JOB ID: 2024-25R	LOCATION: Owen Sound or possible alternate location within Grey Bruce
JOB TYPE: Non-Union	DEADLINE TO APPLY: open until filled

Reporting to the Director of Finance & Corporate Services, the Financial Analyst is responsible for providing financial, administrative, and clerical services. The position provides backup of payroll functions. Assisting with ongoing finance projects such as revision of standard operating procedures to ensure corporate consistency.

KEY DUTIES - RESPONSIBILITIES

- Maintain accurate and up to date accounting records in SAGE 300
- Receive payments via bank transfer, cheque and cash and record in appropriate GL accounts
- Reconcile bank and GL accounts
- Create and post journal entries including Payroll Journals
- Assist in preparation of monthly financial reports
- Track and report on grant specific accounts
- Produce financial and statistical quarterly reports to Ministry (MIS TB, TPON, SRI, AIR, ARR)
- Analyze financial data and prepare budget forecast reports and variance analysis.
- Maintain budget, create necessary reports within SAGE 300
- Prepare month on month working papers, assist with annual audit
- Prepare charity return and government remittances
- Process HST rebate and property tax rebates
- Performs quantitative analysis of operational and financial data
- Builds and manages financial databases by organizing and analyzing a wide range of data sources
- Prepares financial reports for internal use by collecting, analyzing, formatting, and presenting information
- Evaluates new projects and investment opportunities by comparing them with each other
- Builds and maintains a corporate financial model that details the entire company's operations and projects future performance
- Performs ad hoc analysis as required
- Perform other duties as assigned

Payroll

- Backup payroll functions to ensure staff are paid in an accurate and timely manner
- Issue and record adjustments to pay related to previous errors or retroactive increases
- Answer all employee and management payroll related questions
- Act as the liaison with ADP
- Enter payroll information for hourly staff

Hours of work are 37.50 per week. The normal workday is 8 hours, including a 30-minute unpaid lunch break. Working in a busy office environment with frequent interruptions. Some evening and weekend work may be required.

What we offer you

- A competitive hourly wage ranging between \$32.91 and \$36.32 (5 step grid)
- Vacation of 4 weeks to start, 5 weeks at 5 years, 6 weeks at 10 years
- Paid personal, floater and sick time
- Comprehensive benefits program & HOOPP pension
- Discounted gym membership
- Flexible/compressed work week, hybrid work from home/office options upon completion of probation
- In house training for First Aid/CPR, Mental Health First Aid, Non-Violent Crisis Intervention, Applied Suicide Intervention Training
- Celebratory and camaraderie events
- A supportive and collaborative work environment

What you will bring

- Accounting or Business Degree, professional designation would be an asset.
- At least 3 years' experience in Not-for-Profit environment in similar role
- Experience with reporting for Government Grants and MOHLTC.
- Good excel skills (Pivot Tables and VLOOKUps)
- Experienced in SAGE 300, Dynamics GP and ADP.
- Ability to work on-site and remotely interchangeably Knowledge of accounting principles, and payroll practices.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- Able to use application software at a proficient level, such as Sage Accounting, Microsoft Excel and ADP Workforce Now
- Strong communication and interpersonal skills
- Maturity and ability to work well under pressure
- Strong team skills and ability to work well with peers, and with various stakeholders
- Ability to meet time sensitive deadlines
- Excellent attention to detail and high level of accuracy
- Very effective organizational skills and ability to prioritize
- Able to use computer-based accounting systems at a proficient level
- A valid Canadian driver's license and the use of a reliable personal vehicle
- Minimum \$2,000,000 third party liability vehicle insurance
- A satisfactory police record check including vulnerable sector screening

Ready to apply?

Interested applicants are invited to submit a cover letter & resume to: recruiting@cmhagb.org

CMHA Grey Bruce is an equal opportunity employer and is committed to providing a welcoming and inclusive workplace. We welcome employment applications from people with disabilities and provide accommodation upon request during the recruitment and selection process. All applications will be treated as confidential and will be used for recruitment purposes only. CMHA Grey Bruce is an equal opportunity employer.

We thank all applicants for their interest, however only those selected for an interview will be contacted.