



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:

SENIOR FINANCIAL ANALYST

PERMANENT FULL TIME

1 position available - to begin January 2025

JOB ID: 2024-54	LOCATION: Owen Sound
JOB TYPE: Non-Union	DEADLINE TO APPLY: open until filled

Reporting to the Director of Finance & Corporate Services, the Senior Financial Analyst is responsible for the on-going operations of the financial information system, reporting to the Director of Finance and Corporate Services. The role is to provide management of the financial information system, reporting and compliance with public sector standards and Ministry reporting. The Senior Financial Analyst will work as a team member with functional specialists and clerks to support the organization's financial reporting, analysis and stewardship requirements.

- Manage daily financial accounting information in SAGE 300 and or a future new FIS based on platforms such as MS Dynamics or Oracle Netsuite.
- Manage daily operations of financial information system, journal entries and reports generation, monthly and year end close processes.
- Assist as a team member in a future FIS migration in the next 12 to 18 months.
- Work with other financial analysts and functional departments in the ongoing operations of financial reporting and the generation of reports in a collaborative team model.
- Assist or lead in the design and set up of financial reporting models, and structured reports for corporate and in programs, spanning housing and clinical services.
- Build and manage financial databases by organizing and analyzing a wide range of data sources and facilitation the integration of data through interface development, SQL or data interface integration.
- Upload or support the integration of data from payroll systems and banking data.
- Oversee monthly bank reconciliation, sub journals and GL accounts.
- Create monthly journal entries for billings accounts receivables, payables and payroll.
- Complete general ledger monthly close, journal entries and prepare financial reports.
- Prepare and work with external auditors in year end audit and ongoing reporting.
- Prepare monthly working papers, prepare and assist with annual audit.
- Perform quantitative analysis of operational and financial data.
- Assist in the preparation of Ministry reports.
- Assist or prepare CRA charity returns and government remittances.
- Assist or process HST rebate and property tax rebates.
- Support financial and statistical reporting done by senior management to Ministries.
- Assist in preparation of financial reports for internal use by collecting, analyzing, formatting, and presenting information compiled across data sources.
- Performs data analysis as required.
- Perform other duties as assigned.

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

What we offer you

- A competitive hourly wage ranging between \$40.11 and \$44.26 (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
- 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

- University Finance, Accounting or Business Degree, including a professional CPA or CFA designation or in completion stage would be an asset.
- At least 2-3 years' experience in Not-for-Profit sectors such as municipal, healthcare, education or social services.
- Experience in reporting for Government Grants, Ministry and/ or MOH accountability.
- Experienced in financial systems such as SAGE 300, Oracle, MS Dynamics, ADP Payroll, Ceridian, Workday or Payworks would be an asset.
- Advanced skilled in MS Excel (Pivot Tables and VLOOKUps) and data extraction from FIS or other source systems.
- Strong skills in financial accounting and data analytics through courses and experience.
- Ability to work on-site and remotely; interchangeably in Grey Bruce Counties.
- Able to manage financial accounting information reporting and systems processes at a proficient senior analyst level.
- Experienced in accounting function practices, process management and balancing GL accounts with the bank.
- Ability to maintain a high level of accuracy and focus in preparing financial and payroll general ledger entries on a scheduled basis.
- Able to use business application software platforms at a proficient level, i.e.
- Sage, Microsoft Dynamics, Great Plains, Oracle, Excel and ADP Workforce Payroll.
- Experience with PSAS, Ministry standards such as OHRS, Municipal or MOH reporting.
- Strong outgoing communication and interpersonal skills responsive to stakeholder needs
- Strong flexible and collegial team player.
- Mature with an ability to work well under pressure and time sensitive deadlines.
- Ability to meet time sensitive deadlines.
- Excellent attention to detail and high level of accuracy.
- Very effective organizational skills and ability to prioritize demands.
- Willingness to learn MS Access, MS Powerbuilder and Sharepoint file administration and MS collaborative Teams management.
- Willingness to learn ADP payroll processing and custom reporting to back up payroll specialists.
- Willingness to learn Canadian CIHI healthcare MIS standards and Ontario OHRS and Mental Health reporting standards.
- 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.