

Financial Analyst

Finance

Full-Time Contract, ending March 22, 2025

35 Hours / Week (Monday-Friday)

Location: Town of Parry Sound

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our communities. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service.

We are seeking a **Financial Analyst** with our Finance department. This position, under the direction of the Supervisor of Finance, performs a variety of complex accounting duties in the verification, maintenance, reconciliation, analysis and reporting of the financial accounts and records of the organization.

Qualifications Include (partial list):

- Completion of a University degree or diploma in Accounting or Business Administration or an equivalent combination of education, training, and program related experience.
- Completion of a recognized accounting designation, preferred.
- Minimum two years of financial experience.
- Excellent communication, troubleshooting and organizational skills.
- Knowledge of GAAP (generally accepted accounting principles), budgetary practices and processes, government accounting and auditing practices.
- Advanced knowledge and experience in computerized spreadsheet, accounting, and database applications, with the ability to create and maintain accounting spreadsheets.
- Ability to work under strict time constraints and ability to prepare accurate and timely financial information within targeted deadlines.
- Ability to maintain high degree of accuracy and confidentiality in reporting and managing financial information.
- Strong research, analytical and problem-solving skills.
- Ability to travel throughout the District as required.

Responsibilities Include (partial list):

- Research, analyze and retrieve financial data to prepare accurate reports summarizing the results of the analysis.
- Examine accounting data for accuracy and appropriateness.
- Set up and maintain database files to analyze complex data.
- Assist in the preparation of budgets and year-end financial statements.

Responsibilities Continued:

- Undertake internal audit activities.
- Responsible for maintaining, updating, and printing reports in Finance Information System(s) and other Management Systems as related to specific duties and responsibilities (i.e., Child Care Service Management System).
- Responsible for maintaining, updating, and printing reports in Finance Information System(s) and other Management Systems as related to specific duties and responsibilities (i.e., Child Care Service Management System).
- Skillful knowledge of computerized Financial Information System(s), spreadsheets, financial programs, and word processing.
- Accounts Payable processing responsibilities include setting up and administration of vendor accounts, reconciling and verifying payments, processing, and dispersing cheques, reviewing expense registers, supporting supervisors/managers in problem solving and reviewing budget discrepancies.
- Assist external auditors at year-end with audit processes and ensure that financial records and account analyses are completed and available for inspection/review.

(A full copy of the job description, including full qualifications and responsibilities, is available upon request from: jobs@psdssab.org)

Salary Rate: \$36.85/hourly, plus 4% vacation pay

OMERS Pension Plan Options

Paid Time off (including sick time)

Employee Assistance Program

Professional Development Opportunities

Please submit a cover letter & resume referencing job ID 24N-04 by May 20, 2024

Attn: Danielle Villeneuve, CHRP

Director of Human Resources

1 Beechwood Drive

Parry Sound, ON P2A 1J2

Fax: (705) 751-5370

Email: jobs@psdssab.org

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted.

The DSSAB welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

To view other employment opportunities, please visit our website at psdssab.org