

KidsAbility empowers children and youth with special needs to realize their full potential.

1.0 FTE Financial Analyst
Starting ASAP
Assigned Site: Waterloo

KidsAbility is an equal opportunity employer that is dedicated to over 60 years of proven community outreach and servicing of families across the Waterloo and Guelph Wellington Regions. With core values such as collaboration, respect, accountability, integrity, and inclusion, KidsAbility offers employees:

- Access to Employee Assistance Programs
- Health and Dental benefits
- Organizational transparency on mission, vision, and future development
- Social events and opportunities to give back to your community

Reporting to the Controller, the Financial Analyst is responsible for maintaining the day-to-day integrity of the Centre's financial accounting system and records. The Financial Analyst is responsible for period-end reconciliation and reporting procedures and assists with financial planning activities including cash management and financial analysis. The Financial Analyst contributes to the provision of an efficient and effective payroll service at KidsAbility.

The Financial Analyst will function independently on direct duties and will work collaboratively as a member of the finance department and with all levels of the organization. The successful applicant is not satisfied with the status quo and look for ways to report better and more efficiently whenever they can. They are a team player who will contribute to the success of the department and the organization as a whole.

Responsibilities will include:

- Recommends and maintains processes to ensure proper internal controls exist and are followed to maintain the integrity of the financial data.
- Audits payable and receivable accounting functions ensuring correct account and output distribution, and ensuring supporting documentation is accurate.
- Coordinates financial management of fee for service programs, including quoting, receipts, invoicing, and revenue recognition. Works closely with program management and staff to ensure all client accounts are accurate, balanced and managed in accordance with program policies and procedures.
- Maintains capital asset subledger, including updating for additions and disposals and calculating amortization expense.
- Ensures all general ledger accounts are properly maintained and reconciled monthly, and that discrepancies are promptly addressed.
- Assists with the preparation of month-end and quarter-end cost centre financial reports and funder reports and responds to questions.
- Works closely with the Controller to co-ordinate departmental activities to ensure timely completion of the year-end audit.
- Performs financial analysis as requested including cash-flow planning and assisting with budgets and forecasts.
- Contributes to the provision of an efficient and effective payroll service by completing and reconciling payroll remittances and ensuring proper allocation of compensation expenses.

Qualifications:

- College and/or University degree in Finance or Business Administration with accounting concentration or enrollment in a recognized professional accounting designation.



- Minimum of five years' experience in the full accounting cycle, and preferred knowledge of operation of a non-for-profit organization or an equivalent combination of training and experience.
- Experience working with an integrated computerized database, and proficient in a variety of computer applications requiring the use of spreadsheets.
- Initiative – being able to take action, problem solve, resolve difficult situations and be self-directed.
- Analytical Skills and Attention to Detail – superior mathematical skills required to perform calculations and analytical skills to interpret and maintain accuracy of data
- Communication Skills – good written and oral communication skills
- Integrity – can be trusted to perform duties in an honest manner, and maintain standards and legislative requirements with respect to confidentiality, and union collective agreements
- Flexibility/Adaptability – readily adapting to changing requirements, maintaining effectiveness in varying circumstances
- Team Skills – being able to work collaboratively with others in a participative management environment, working independently as well as working as a team
- Demonstrated ability to use word processing, data processing, management and analysis software, e-mail and web-based software.
- Valid Ontario Driver's License, and availability of a motor vehicle required.

We invite applications from those interested in this position to submit a letter of interest and resume by end of day **June 8, 2023** to:

Human Resources
recruitment@kidsability.ca

Equity, Diversity, and Inclusion are core values at KidsAbility. We are an organization that values, respects, and celebrates the diversity of all. We are committed to creating a more inclusive and barrier-free work environment for all staff. We encourage applications from visible minority groups, women, Indigenous peoples, and persons with disabilities. We also welcome applications from all people, without regard for religion, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, genetic information or any other ground protected by applicable law.

KidsAbility™ is committed to promoting accessible recruitment and strives to accommodate any applicant, including those with disabilities throughout all stages of the recruitment process. Please contact Human Resources via email recruitment@kidsability.ca for assistance.

Please note that all prospective KidsAbility employees are subject to mandatory immunization requirements, including the full and ongoing COVID-19 vaccination, as a condition of obtaining and maintaining employment. We will make accommodations as directed by the Ministry of Children, Community and Social Services and the Chief Medical Officer of Health.