



<b>POSITION TITLE:</b>	FINANCIAL ANALYST
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>REPORTS TO:</b>	DIRECTOR OF FINANCE & OPERATIONS
<b>CLASSIFICATION:</b>	FULL-TIME PERMANENT
<b>LOCATION:</b>	EAST REGION
<b>POSTING DATE:</b>	JANUARY 26 <sup>TH</sup> , 2024
<b>CLOSING DATE:</b>	FEBRUARY 9 <sup>TH</sup> , 2024

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous Child Well-Being Agency, publicly funded to provide child and youth protection and support services. We are seeking an ambitious and self-driven individual who enjoys analyzing and critically assessing financial data in a value driven work environment that is supportive and collaborative.

### **PURPOSE OF THE POSITION**

Reporting to the Director of Finance & Operations, the Financial Analyst is responsible for analyzing data, providing budgetary projections, execution of accountability and compliance standards and coordinates financial forecast reporting.

### **RESPONSIBILITIES**

- Collects, analyzes, interprets, and summarizes data in preparation for generation of statistical and analytical reports.
- Prepares and distributes various scheduled and ad-hoc statistical reports for the management team, funding organizations including the Ministry of Children, Community and Social Services (MCSS), Associations and community partners.
- Collects, compiles, analyzes, and documents data to provide budgetary projections.
- Monitor and analyze budget variances to determine cause and advise accordingly.
- Analyze major costs based on existing trends and economic impacts for the Agency.
- Collaborates in the preparation of proposals for program changes and additions.
- Supports the preparation of the annual budgeting and forecasting processes, providing explanations on trends and hot spots.
- Estimates impacts of management decisions and policies.
- Reviews data and applies cost/benefit analysis to new projects and/or program proposals.
- Identifies projected trends, variances, and developments to senior management.
- Prepares, completes, inputs, reviews, and maintains the tracking and submission of reports, annual budget data, records, financial statements, etc.
- Assist in the preparation, audit, tracking and reporting of Insurance renewals and



claims.

**Other Duties:**

- Performs other duties as assigned.

**POSITION REQUIREMENTS**

**Education and Experience Requirements:**

- Post-secondary education in business administration, commerce, finance, or related field
- A minimum of two (2) years of experience in a similar position
- Experience working within the public sector with multiple funding sources would be considered an asset.
- Experience working with CPIN/ORACLE would be considered an asset.

**Knowledge Requirements:**

- Strong knowledge of legislation governing accounting and payroll
- Awareness of Generally Accepted Accounting Principles (GAAP)
- Financial research/analysis techniques
- Working knowledge of insurance renewals and claims management or willingness to learn.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit, and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Be familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies.

**Ability Requirements:**

- High proficiency in financial modeling techniques and processes
- Able to identify issues, analyze, generate alternatives, implement, and support a solution both their own and those of others.
- Superior computer skills: Advanced Microsoft Excel user and the general use of a variety of applications
- Thorough by nature, exceptional analytical skills, and a keen level of attention to detail Demonstrated ability to work independently and as part of a team.
- Understand fund accounting principles and public sector accounting standards.
- Maintain a high level of integrity with confidential information.
- Good verbal and written communication skills
- Demonstrated time management, organization, and prioritization skills.
- Be thoroughly familiar with the implementation and use of Financial Management Policies



- Able to maintain mental and visual attentiveness for long periods of time.

### **Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

### **ACCOUNTABILITIES**

The employee is required to have a good working knowledge of all laws, rules, regulations, policies, and procedures, as well as the Regional Protocol which has impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families, and communities.

### **WORKING CONDITIONS**

- You will be provided a working location with a hybrid work from home option available.
- Travel within the catchment area will be required from time to time.

### **STARTING SALARY RANGE**

- \$68,934.04 to \$83,083.03, depending on qualifications and experience.

### **TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.