



**Carefirst Seniors & Community Services Association** is a non-profit charitable community services agency established since 1976. Our spectrum of services has grown from the delivery of Chinese meals-on-wheels service to a full range of community support and home care services, covering the whole Greater Toronto Area.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 850 active volunteers, we serve over 15,000 clients a year, including seniors, adults, youth with physical, social, emotional and health challenges. 3,000 of whom are "home-bound" and frail.

We are currently seeking a **Financial Analyst** to join our Finance Team.

**Terms:** Full Time Permanent

**Location:** 300 Silver Star Blvd., Scarborough

**Responsibilities:**

- Support daily operations of the finance team including financial and statistics reporting, accounts reconciliation, preparation of financial statements, department accounting operation, account review, preparation of annual and ad-hoc funding applications to funders, etc.
- Assist the CFO in forecasting and budgeting, as well as in external reporting to Ministry, LHIN and other funders
- Support in developing and implementing effective internal controls over financial reporting to ensure compliance with internal and external financial policies and regulations.
- Develop and monitor operational and financial metrics, dashboards, and reports that accurately measure financial performance and resource allocation
- Work closely within the team to ensure that all sub-ledger interfaces, allocations, and distributions, as well as, all monthly journal entries are posted as per the month-end schedule and prepare period end General Ledger adjustment entries
- Support year end activities including preparation of all requested audit schedules, lead sheets, variance analysis and other reports
- Oversee payroll process for homemaking staff including locking timesheets, reconciliation with AlayaCare and uploading to payroll system
- Attend staff meetings and Finance Committee meetings
- Perform other duties assigned by the supervisor

**Qualifications:**

- University degree in Financial Accounting, Financial Management, Business Administration, or related discipline.
- CPA designation is preferred
- Minimum of 3 years of experience in preparing annual operating budgets and forecasts, monthly budget variance analysis, general accounting and financial reporting; experience in the health care sector is an asset
- Advanced knowledge of MS Excel in particular in creating Quadrant reports with Pivot Tables and building formulas
- Excellent analytical, problem solving and multitasking skills, flexible and adaptable to change in work assignments and schedule, able to develop and implement innovative solutions
- Excellent interpersonal and communication skills, self-directed, self-motivated, with a positive attitude and be able to work independently and as part of a team
- Experience with Community Care Information Management (CCIM)'s QHR application and AlayaCare an asset
- Fluency in English and preferred a second language commonly used by the community that we support, such as Cantonese/Mandarin is an asset
- A valid vulnerable sector police record check completed within one year

**Benefits:**

- Dental Care
- Extended Health Care
- RRSP match
- Comprehensive Orientation Program
- Training and Education Subsidy

*Carefirst is an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.*

While we thank all candidates for their interest, only those selected for an interview will be contacted