

## **Senior Financial Analyst and Administrator**

The Ontario Public Health Association is a not-for-profit organization that has been in existence for over 62 years advancing public health in Ontario. The organization is currently seeking a professional, committed, and dedicated Senior Financial Analyst and General Administrator to support the operations of the organization. This individual will be responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and ensure appropriate accounting control procedures. In addition, he or she will be required to support general office administration and payroll duties and responsibilities.

### **Main Job Tasks and Responsibilities**

- compile and analyze financial information to prepare financial statements including monthly and annual accounts
- ensure financial records are maintained in compliance with accepted policies and procedures
- support the board Audit Committee meetings: organize meetings, making presentations, preparing documents in advance, taking of minutes, and follow-up of action items between Executive Director and Treasurer
- ensure all financial reporting deadlines are met
- prepare financial management reports
- ensure accurate and timely monthly, quarterly and year end close
- establish and monitor the implementation and maintenance of accounting control procedures
- resolve accounting discrepancies and irregularities
- continuous management and support of budget and forecast activities
- monitor and support taxation issues
- develop and maintain financial databases
- support financial audit preparation and coordinate the audit process
- ensure accurate and appropriate recording and analysis of revenues and expenses
- analyze and advise on business operations including revenue and expenditure trends, financial commitments and future revenues
- analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
- develop financial management and related organizational policies.
- Address all financial matter related to membership fees management
- Support payroll administration
- Provide general office administration support as required: supply ordering, procurement, etc.,

### **Education**

- accounting degree or equivalent

### **Experience**

- knowledge of accepted accounting practices and principles
- knowledge of financial management

- knowledge of auditing practices and principles
- knowledge of applicable provincial and federal laws, codes and regulations
- knowledge and experience of related computer applications and software (ACCPACC)
- Minimum of 5 years experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation and providing financial advice in working with senior executives and Audit Committees.
- Knowledge of ACCPACC and other related accounting software and proficient in all MS Office software packages.

#### Key Competencies

- superior attention to detail and accuracy
- ability to meet deadlines on time
- planning and organizing
- excellent data analytics skills
- team player
- able to meet timelines and to work under pressure
- strong communication skills
- information and task monitoring
- good judgment and problem-solving

Full-time position with benefits.  
\$57,000 - \$63,000 per annum.

#### Application Instructions:

Please submit a cover letter and resume to:

[Admin@opha.on.ca](mailto:Admin@opha.on.ca) no later than December 9<sup>th</sup>, 2011 5pm. Only those qualified candidates will proceed to an interview stage. We thank all applicants in advance.