

## Job Description

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**Position Title:** Financial Analyst

**Reporting To:** Manager, Finance and Accounting

### Role Summary:

The Financial Analyst will provide support and expertise to the organization performing a variety of analysis and accounting duties with a focus on working closely with staff, to support decision making and the development of operating and capital budgets and forecasts, monthly and annual financial statements, and preparation for the annual year end audit. The Financial Analyst is a union position reporting to the Manager, Finance & Accounting and will normally work a 37.5 hour work week during regular administration office hours.

### Description of Duties:

- Supports senior management by providing data analysis and financial decision support including financial modeling, analysis, KPIs, cost-benefit analysis, and business case development.
- Performs special projects and research related to the budget impact of resource requests, process improvements, and implementation of new finance tools or software.
- Contributes to the development of long-term financial planning and modelling.
- Performs month-end and year-end duties, provides variance analysis at regular intervals, and participates in the completion of annual financial statements.
- Develops analytical methods for preparing monthly operating budget statements of departmental expenditures and revenues for management.
- Analyzes and interprets financial, budget, accounting and cost control information and data and develops logical solutions to problems related to financial and business processes, budget variance and financial reporting.
- General accounting duties including bank reconciliations and reconciliations of other balance sheet accounts, account analysis, journal entries, government and statutory remittances, quarterly lease and bank reporting, and preparation of audit working papers.

- Provides support to the accounting technicians (AR / AP Administrators) and performs the duties of the accounting technicians as required during absences, including collections of overdue accounts, customer service support, and payment processing
- Maintain database of intangible and tangible capital assets.
- Assists Manager with the maintenance of accurate, efficient and effective budget records and files, as well as related policies and procedures.
- Supports various departments with financial analysis and budget development.
- Provides advice and makes recommendations in preparing the operating budget by compiling, reviewing, validating and summarizing information, and ensuring adherence to policies and guidelines.
- Communicates with all levels of staff using a high level of customer-service orientation to establish and maintain effective working relationships with others.
- Prepares a variety of professional-quality documents and reports related to the work performed.
- Provides training and support (troubleshooting) to finance staff and other departments with regard to the budgeting, forecasting and financial software applications.
- Perform other related duties as assigned.
- Take personal responsibility for VAA's Safety Management System, safety related issues and integrate safety into daily work activities.

**Knowledge, Skills, Abilities, and Personal Characteristics:**

- Bachelor's degree in Commerce, Accounting, or equivalent academic prerequisites for the Certified Professional Accountant Professional Education Program (CPA PEP).
- A minimum of four (4) years of recent and related work-experience in a similar financial analyst role. Equivalent combinations of education, experience, and knowledge may be considered.
- Class 5 Drivers License.
- Knowledge of rules, regulations, and procedures applicable to not-for-profit financial operations.
- Knowledge of accounting functions, processes, and regulatory policies.
- Advanced knowledge of personal and network computer systems and relevant accounting software such as Sage, Excel and ALFA.
- Proficient with the application of business English in oral and written correspondence.
- Excellent communication, interpersonal, analytical, and problem-solving skills.
- Ability to communicate effectively, both orally and in writing, and provide a high-level of customer service to staff, internal and external customers.
- Enthusiastic and energetic self-starter with the ability to work independently and with regular interruptions.
- Accurate, well-organized with strong accounting and administrative skills and abilities.

- Ability to use advanced database, spreadsheet, reporting and presentation software, and computerized accounting systems to support business processes leading to strategic decision making within the Finance department.
- Ability to assist in developing, organizing, maintaining, and improving a comprehensive budgeting and forecasting programs.
- Ability to analyze and prepare reports for internal and external customers.
- Ability to anticipate and balance multiple demands and priorities while continuing to meet deadlines.
- An aptitude and willingness to learn new technology.