



Job Posting

Position Title: Senior Financial Analyst

Employment Status: Permanent Full Time

Position Status: Non-Union

Job Posting Deadline for Internal Candidates: September 3, 2024, at 5:00pm

Hours of Work: Monday to Friday, 35 Hours

Salary Range: Annualized salary range \$85,000 – \$90,000 commensurate on skills and experience, plus participation in HOOPP

Position Reports to: Manager, Finance and Accounting

Primary work location: Primary location Pickering with remote capability (Flexibility to travel to/work at any of DCHC locations)

Organization

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

DCHC's 2023 – 2026 Strategic Goals

- Drive Program and Service Integration and Client Experience Across All that DCHC Does
- Evolve Program Offerings to Improve Health Equity and Meet the Needs of DCHC's Priority Populations
- Establish DCHC as a System Advocate and Champion for Equity
- Enhance DCHC's Brand and Awareness Across Durham Region
- Become an Employer of Choice with a Focus on Recruitment, Retention, and Development

Position Overview

Working as a member of the Corporate Services team, in the Finance department, this role reports to the Finance Manager. This entails Finance functions within the context of a self-directed and interdisciplinary team approach. Additionally, this role will collaborate within the Agency's team structure, in support of goals that align with and achieve the Agency's strategy, Mission, Vision and Values through enabling supports to operational budget management across line units.

Key Responsibilities:

- Prepare monthly bank reconciliations to ensure transactions recorded are complete and accurate.
- Review Subledgers reconciliations
- Prepare other Balance Sheet reconciliations
- Prepare Balance Sheet and Income Statement analysis
- Prepare Journal Entries, reoccurring and correcting.
- Monthly and year-end closing processes.
- Preparation of internal departmental financial statements and ad hoc reports.
- Maintain Compliance and Task list
- Ensure that donations are entered and maintained in Blackbaud software, ensuring that funds are processed in both MS Dynamics Great Plains (GP) and Blackbaud systems to the proper account number and accordance with Agency funds definition.
- Prepare tax rebate for submissions, ensures compliance with all payment, reporting and other tax requirements
- Ensures all financial accounts, records and reports are audit-ready at the end of the fiscal year and are compliant with the Canadian GAAP
- Review continuous improvement of Finance processes
- Perform year-end balancing and reporting
- Assist Accounting Analyst with AP processing (matching, coding invoices, issuing cheques, statement reconciliation)
- Assist Accounting Analyst with credit card reconciliations and processing of credit card transactions in MS Dynamics Great Plains (GP)
- Perform other related duties as assigned.

Other duties within scope of duties include:

- Analyze transaction information.
- Ensure compliance to Canadian GAAP, Ontario Healthcare Reporting Standard, Organizations' Policy and Procedure.
- Resolve issues with delinquent late or outstanding employee reimbursement and credit card reports.
- Research, track and restore accounting or documentation problems and discrepancies.
- Resolving payment discrepancies and disputes on behalf of the company
- Contribute/participate in team-based duties as assigned, including contribution to operational and team effectiveness of the Corporate Services Team, and overall Workplace Success initiatives across the organization.
- Actively participate/partner on projects/committees, internal and external as applicable.
- Collaborate with the finance team members and other departments to maintain company financial health.

Key Qualifications

- Bachelor's degree in Accounting, Finance or Business
- CPA designation or in progress
- Minimum 3-5 years of experience
- Through knowledge and understanding to ensure compliance to Canadian GAAP, Ontario Healthcare Reporting Standard, Organizations' Policy and Procedure.
- Experience in Health Care and non-profit is an asset
- Proven quality service orientation
- Self-motivator with ability to work independently
- Willingness to work as a team and maintain comradery in the department and organisation.
- Proficiency in the use of computers and various software applications as relates to financial/accounting administration (including purchase order). Experience with SAP CONCUR and ADP Workforce now is an asset. Familiarity with financial systems (e.g., Great Plains)
- Be skilled in Microsoft Office, with advanced skill in Excel and pivot tables.
- Demonstrates a "can-do" attitude. Results-driven
- Demonstrated ability to manage workload with simultaneous deadlines, determine priorities and meet deadlines.
- Exceptional attention to detail and analytical abilities.
- Have excellent verbal and written communication skills.
- Ability to provide support and input into departmental objectives as aligned with Agency's Strategy, to assist in evaluating and continuously improving work processes
- Must have proven experience with always maintaining confidentiality

Full vaccination (minimum two doses) against COVID-19 is mandatory for this position (Durham CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

Application Process:

- 1) If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@durhamchc.ca. This position will remain posted until filled.
- 2) While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- 3) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- 4) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).



Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to recruiting@Durhamchc.ca. **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**

