Financial Analyst

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training and community development to 29 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

Responsibilities:

Working as part of a team in a fast paced environment where the main responsibility is to provide sound bookkeeping services and financial analysis for the OFIFC in compliance with Generally Accepted Accounting Principles (GAAP), Federal/Provincial legislation and OFIFC policies and procedures. A job description is below.

Qualifications:

- Awareness of Indigenous culture;
- Completion of post-secondary education and/or industry courses relevant to Accounting or Finance;
- 3 – 5 years’ of financial experience (full accounting cycle);
- Minimum 1 year experience working in a not-for-profit sector in an accounting capacity;
- Thorough understanding of GAAP and accounting functions/practices;
- High proficiency in Excel and other MS Office applications (Word, Access, etc.);
- Working knowledge of an accounting software such as Accpac;
- Self-motivator with ability to work independently and in a team environment;
- Strong listening, oral and written communication skills and
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.

Contact Information:

If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres
219 Front Street East, Toronto, ON M5A 1E8
Website: www.ofifc.org

Human Resources
Phone: 416.956.7575
Email: hr@ofifc.org

Date Posted: 10/23/2020
Posting Deadline: Until Filled

Only those qualified will be contacted
## ONTARIO FEDERATION OF INDIGENOUS FRIENDSHIP CENTRES

### Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>FINANCIAL ANALYST</th>
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<tbody>
<tr>
<td>Grade:</td>
<td>4</td>
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<tr>
<td>Created:</td>
<td>February 2015</td>
</tr>
<tr>
<td>Workgroup:</td>
<td>Finance</td>
</tr>
<tr>
<td>Approved:</td>
<td>June 2, 2015</td>
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<td>Supervision:</td>
<td>Employed by the OFIFC, responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director, or designate. Daily supervision is designated to the Finance Coordinator.</td>
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### VISION

**Primary Objective:**
To provide sound bookkeeping services and financial analysis for the OFIFC in compliance with Generally Accepted Accounting Principles (GAAP), Federal/Provincial legislation and OFIFC policies and procedures.

### KNOWLEDGE

**Core Competencies:**
- **Culture** - Takes personal responsibility to increase sensitivity, awareness and implementation of OFIFC’s Neha (bundle) including foundational teachings and organisational practices in both professional conduct and work-related deliverables.
- **Accountability** - Takes personal ownership and responsibility for the quality and timeliness of work commitments.
- **Critical Thinking** - Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.
- **Building Relationships and Strategic Partnerships** - Builds, develops and sustains business relationships / strategic partnerships that are mutually beneficial, reciprocal and grounded in trust and respect. It is recognising we are all interdependent and working towards the common good of the organisation.
- **Results Orientation** - Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).
- **Teamwork and Collaboration** - Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of sharing with others whether it is knowledge, recognition, information and skills. Working towards a common purpose for the good of OFIFC and the communities of people it serves.
- **Communication** - Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.
Technical Competencies:
- Thorough understanding of GAAP and accounting functions/practices
- High proficiency in Excel and other MS Office applications (Word, Access, etc.)
- Working knowledge of an accounting software such as Sage
- Self-motivator with ability to work independently and in a team environment
- Strong listening, oral and written communication skills

Behavioural Competencies:
- Attention to detail and accuracy
- Organisational skills
- Confidentiality
- Time Management

Education/Work Experience:
- Completion of post-secondary education and/or industry courses relevant to Accounting or Finance
- 3 – 5 years’ of financial experience (full accounting cycle)
- Minimum 1 year experience working in a not-for-profit sector in an accounting capacity

REASON
Work Environment:
Works in a safe and suitable office environment exposed to simultaneous reporting deadlines, mid to high level computer use requiring high levels of accuracy and attention to detail.

Working Hours:
Overtime required during peak periods (fiscal year end, audit) and/or when workload necessitates. Weekend hours for financial support as requested. The job may require occasional provincial travel (e.g. to FC) and/or regular local travel (e.g. committee meetings or workshops). Travel timing is flexible and planned in advance.

ACTION
Scope:
To provide and maintain accounting records, financial support and analysis ensuring accuracy, completeness and compliance with policies and procedures that are aligned with OFIFC’s long-range strategic plan.
- Supports the Friendship Centres in areas of finance.

Key Contacts/Relationships:
Internal
Primarily communicates with the Finance Coordinator (for direction and approvals), and workgroup members for the purposes of consultation, and collaboration. Provides financial support to Program Managers pertaining to program/initiative/project budgets and reporting information.

External
Communicates with Friendship Centres/Delivery Sites, Suppliers, Funders and Government for the purposes of providing financial support and speaking to financial inquiries and reporting matters.
Key Responsibilities:

Financial Analysis and Bookkeeping (55%):
- Analyses organisational expenses, revenues, financial commitments and obligations, to project future revenues and expenses or to report and provide advice to OFIFC Management;
- Examines and analyses submitted account records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards and informs OFIFC Management;
- Surveys organisational operations to ascertain accounting needs and develops and recommends solutions to business and financial challenges;
- Provides bookkeeping and related record keeping as assigned;
- Processes daily, weekly and monthly transactions including reconciliations, bank deposits, journal entries and payments;
- Calculates federal and provincial taxes paid and prepares tax rebate submissions, ensures compliance with all payment, reporting and other tax requirements;
- Maintains and analyses budgets, prepares periodic reports that compare budgeted revenues and expenses to actual revenues and expenses;
- Ensures all financial accounts, records and reports are audit-ready at the end of the fiscal year;
- Maintains accounting systems and financial books of record, including contracts and agreements, payroll transactions, accounts payable, accounts receivable and program reporting;

Financial Support (40%):
- Delivers on the job training and supports to financial staff of Friendship Centres and provides financial advice to OFIFC Management;
- Provides direct support in financial review and/or inquiries by Government funders and OFIFC staff;
- Prepares monthly, quarterly and annual fiscal reports including income statements, balance sheets and reports for use by OFIFC Board of Directors and OFIFC Management;
- Develops and maintains Process Manual and appropriate tools, forms and mechanisms for accounting and bookkeeping activities;
- Provides input to OFIFC delivered trainings and workshops with respect to financial activities such as bookkeeping, budgeting, financial reporting and audit;

Other (5%):
- Maintains and upgrades professional skills;
- Promotes a healthy, safe work environment; and
- Performs other duties, related to the position, as assigned by the Executive Director or designate.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the Ontario Federation of Indigenous Friendship Centres (OFIFC).

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<thead>
<tr>
<th>Employee’s Name:</th>
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<tr>
<td>Employee’s Signature:</td>
<td>Date:</td>
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