



SCCC Non-Union Job Description Financial & Operations Analyst

Position: Financial & Operations Analyst (non-union)
Reports to: Finance Manager
Hours: Full-time contract. 35h/week. Occasional evenings and weekends.
Rate: Non-Union City Grade 4 (Range: \$61,817.60 \$72,672.60)
Contract Dates: December 2022 – December 31, 2023, possibility of extension
Apply: By 5pm, Friday, December 2nd. Email Rebecca Keenan, *Director of Operations, HR and Administration* at rebecca@scaddingcourt.org or mail to 707 Dundas St W.
For accommodations, phone 416 392-0335 and ask for Rebecca Keenan.

Job Summary:

To develop, analyze, monitor and report on the Centre's financial position both in-year and within multi-year service plans. To work across all units in the Centre and provide strategic financial advice and business process analysis to support the Centre's overall commitment to sound financial and fiscally responsible management, best practices and public service.

Major Responsibilities:

- Provides input into and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Provides financial planning, budgeting, management, analysis services including preparing recommendations for the Centre's multi-year budget and service plans.
- Processes all accounting entries and processes, including all tasks related to accounts receivable and accounts payable ensuring timeliness and accuracy.
- Records and reconciles various receipts, records and prepares bank deposits and bank reconciliations reports using accounting application. Assists with payroll processing accurately using payroll system and associated modules.
- Liaises with and establishes productive relations across all departments and with City of Toronto staff, Auditors, Finance Committee members, and other orders of government.
- Performs all departmental clerical and administrative tasks including processing and distributing mail, program and rental receipting, ordering supplies, and other related duties. Administers Petty Cash and various program funds.
- Works across departments to prepare annual operating budgets, mid and year end variance reports, including gathering and reporting out on quantitative and qualitative factors inherent in service plans, performance measures, results and outcomes; monitoring planned results against actual performance and reporting on causes for variances and recommending mitigating strategies to senior management as appropriate. As part of the process, completes thorough reviews and critical analysis of program and agency costs and revenues for both operating and capital budgets. Reviews resources required to deliver the identified services which involve exposure to confidential human resources/labour relations issues related to staff complement. Conducts appropriate business case analysis.
- Monitors and reports on the Centre's financial performance, providing oversight and compliance with financial planning and management policies, guidelines and ensuring financial and budgetary controls are met to fulfill the Centre's fiscal management and accountability responsibilities and financial stewardship obligations.
- Provides support and oversight during the year-end reconciliation processes and liaises with the Auditor, Finance Manager and the Executive Director to support the completion of the annual audit and other required annual

Ensures work is undertaken in a manner that complies with and supports City compliance with the *Ontario Occupational Health and Safety Act (OHS)*, other relevant codes and regulations and City policies. The above reflects the general details considered necessary to perform the principle functions and shall not be construed as a detailed description of all the work requirements inherent in the job.

reporting. Supports Senior Management to ensure that annual risk management process reviews are completed including summarizing key risk management issues and working with the senior management team to develop appropriate mitigation strategies, policies etc.

- Performs review and approvals on work prepared by various staff such as payable, billing, payroll transactions and reconciliations, strategic objectives and Board priorities. Provides professional customer service to internal and external stakeholders.
- Ensures financial and budgetary controls are met to fulfill the Centre's fiscal management and accountability responsibilities and financial stewardship obligations. Monitors planned results against actual performance and reports on causes for variances.
- Prepares reports, policy papers, briefing notes and/or presentations regarding strategic, financial and operational issues that provide comprehensive budget data and analysis; identification of relevant issues and appropriate recommendations for decision-making.
- Reviews and analyses program, rental and agency costs and revenues for both operating and capital budgets, including resources required to deliver the identified services and appropriate business case analysis.
- Maintains awareness of Scadding Court Community Centre's changing strategies, priorities, policies and programs, as well as provincial legislation, to ensure that the design and delivery of service plans and budgets are linked to strategic objectives and Board priorities.
- Implements detailed plans and recommends policies/procedures regarding program specific requirements.
- Conducts research into assigned area ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.
- Coordinates, updates and maintains furniture and equipment inventory for the Centre for accounting and insurance purposes.
- Ensures that all clerical duties related to receipts, disbursements and the recording and filing of all business office records including corporate records are performed in compliance with MFIPPA obligations.
- Implements and adheres to the Centre's policies procedures and complies with all applicable legislation and regulations including confidentiality, MFIPPA and purchasing and inventory control systems.
- Advises programs in the development, implementation, enhancement and use of corporate systems and tools that facilitate the preparation, analysis, consolidation and reporting for service planning, budgeting and performance management and that comply with corporate policies and financial planning requirements to support strategic corporate and political decision-making.

Qualifications:

- B.A. or equivalent, plus at least 3rd level CGA or equivalent accounting training.
- Experience in finance preferable in a non-profit, multi-service, diverse environment.
- A results and action-oriented approach.
- Ability to communicate with staff, the public, and partners in a professional and timely fashion,
- Understanding/sensitivity for needs of cultural, racial, economic and socially diverse communities,
- Able to handle sensitive and confidential information in a responsible manner,
- Excellent written, verbal and communication skills,
- Demonstrated ability to innovate solution to challenges,
- Reliable and flexible, excellent customer service, verbal, and interpersonal skills,
- Verbal proficiency in a second language is an asset,
- Flexibility and willingness to work weekends, holidays and shifts as assigned
- Must adhere to mandatory vaccination policy

SCCC is an equal opportunity employer

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