

BLUEDOOR

Title: Financial Reporting Analyst**Job Status:** Full Time 40 hours, Hybrid**Job Region:** All Blue Door Locations**Equipment:** Computer, telephone, fax machine, copier, calculator, Reliable Vehicle/Valid Driving License/Insurance.**Salary:** \$60,000 to \$70,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

Reporting to the Director, Finance, the Financial Analyst is responsible for the budgeting, financial analysis, expense analysis, balance sheet reconciliation and reporting of Blue Door. The incumbent is responsible for support for reporting, and related tasks, including performing such other duties as may from time to time be required to assure a smooth operation within the organization.

Responsibilities

- Assists the Director, Finance in the preparation of the annual budget and interim forecast for presentation to the Board of Directors for approval; contacts Managers and/or Program Directors as necessary to obtain Information
- Assists in preparation of reports for the COO and Finance, Risk and Audit Committee of the Board and is prepared to answer questions as required.
- Prepares quarterly salary and hourly breakdowns by programs for government reports and program heads.
- Prepares, for review by senior management, numerous year-end and other periodic reports as required by major funding sources; identifies financial requirements associated with each grant and works with the Director, Finance, Managers and/or Program Directors as necessary to ensure compliance.
- Ensures all reporting deadlines (annual, semi-annual, quarterly, monthly) as required by various Blue Door funders/grantors are met; including ensuring external audits for a variety of special reports are arranged on a timely basis and ensuring reports requiring board approval are ready for presentation to the board in time to meet funder deadlines.
- Reviews every operating budget monthly, comparing actual performance to budget; analyzes variances and identifies problem areas to the Director, Finance and to the Senior Manager, Finance.
- Prepares year-end reports and detailed working paper schedules for external audit purposes.
- Using existing accounting software designs special reports useful for providing grantors with financial information and for other analytical work.
- Inputs corporate budget into the accounting system; ensures integrity of the budget data.

- Provides financial analysis as needed, in particular, for complex funding structure
- Evaluates internal procedures, as well as analytical statements so as to give suggestions on how to enhance information process and resource flow.
- Prepares monthly balance sheet account reconciliation as well as expense analysis
- Generates reports as required by management.
- Assists Senior Manager, Finance and Bookkeeper with balance sheet reconciliation, payroll, accounts payable and accounts receivable
- Assists Director, Finance in various projects
- Other duties as assigned

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- Post-secondary education in a related field
- Advanced enrolment in a program leading to a recognized accounting designation (CMA, CGA, or CA)
- Experience in Non for profit
- Experience in financial reporting, analysis, budgeting, and forecasting
- Advanced knowledge of SAGE accounting software, and MS Office with emphasis on Excel applications and reports. Familiarity with Outlook and Internet applications, SharePoint, and automated document management systems.
- Experience with file and database management
- Proven superior customer service skills.
- Excellent communication (oral and written), time management and organizational skills.
- Able to work independently but also as part of a team.
- Sound judgment, tact and ability to maintain confidentiality.
- Understanding of issues relating to homelessness an asset.
- Fluency in a language other than English an asset.

- Ability to deal with extremely confidential and sensitive information.
- Valid Vulnerable Sector Screening Report from York Regional Police