

Children's Aid Foundation of Canada

Position Title	Financial Analyst	Type	Permanent, full time
Department	Finance and Administration	Salary	\$55,000-\$65,000
Reports to	Director of Finance and Database	Updated	June 2022

About the Children's Aid Foundation

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with child- and youth-serving agencies across the country.

Our vision is to create a world where the children and youth we serve have the strength and resilience to forge a bright and positive future. Join us and together we will help empower children, youth and families involved with the child welfare system go from surviving to thriving.

The Foundation is a dynamic and growing organization committed to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada. Last year we raised over \$17.5M supporting 19,568 children, youth and families across Canada.

You picked an incredible moment to join the Children's Aid Foundation of Canada! We are leading a bold and ambitious transformational strategy that will drive growth and awareness and ultimately lead to increased funds to better serve our three priority areas:

- 1) children and families at risk,
- 2) children and youth living in government care, and
- 3) youth transitioning out of care.

Purpose of the Position

The effectiveness, accuracy and use of financial systems and donor database are essential and are significant components to the success of the Foundation's management. The main purposes of the **Financial Analyst** position are to ensure data is recorded appropriately and to report meaningful information for decision making, performance measurement, compliance, reconciliation and taxation.

Responsibilities

Overall responsibilities of this position include:

- Supporting reporting requirements from various stakeholders (internal and external) through preparation of standard periodic and ad hoc financial and management reports.
- Assisting Director of Finance and Database with efficient execution of numerous processes, including but not limited to, annual external audit, budgeting and forecasting, and management of internal control environment of the Foundation.

Key Responsibilities include (but not limited to):

- Prepare monthly, quarterly and annual financial reports for internal and external stakeholders.
- Perform month-end close activities as determined by Director of Finance and Database.
- Work closely with Director of Finance and Database and the rest of the team to develop and maintain various processes and internal controls within the organization.

- Perform periodic reconciliation of balance sheet and other general ledger accounts as assigned by Director of Finance and Database.
- Maintains Financial Edge database integrity by entering, verifying, and backing up data and work with other members of Finance team to align Financial Edge with other databases used by the Foundation.
- Perform financial activities related to the issuance of monthly financial statements, which include:
 - Supporting Director of Finance and Database in reconciling monthly investment manager statements and record investment transactions in Financial Edge general ledger.
 - Reconciling all other asset, liability (including grants), income and expense accounts and record monthly transactions.
 - Producing draft financial statements for Director of Finance and Database review and approval.
- Support the annual audit as required.
- Support Director of Finance and Database in managing endowment funds and trusts.
- Increases productivity by developing automated accounting applications; coordinating information requirements.
- Protects operations by keeping financial information confidential.
- Maintains technical knowledge by attending educational workshops; reviewing publications.
- Contributes to team effort by accomplishing related results as needed.
- As the Foundation is a fundraising organization, it is anticipated that all positions participate in certain foundation events.
- Other duties as required.

Competencies and Skills

- Must be very detail-oriented with excellent analytical skills and able to deliver against tight timelines.
- Must be solution-driven with a constant desire to make things more effective and efficient.
- Should be service-oriented and professional with all levels of staff and external stakeholders.
- Excellent written, verbal communications and organizational skills
- Strong interpersonal skills
- Goal setting and achievement oriented with a high ability to manage competing deadlines

Qualifications

- Post-secondary education with business/accounting training or acceptable equivalent combination of education and experience.
- Enrolment in CPA program is a requirement.
- A minimum of two years of relevant experience with donor databases, financial systems and spreadsheet software, preferably with Raiser's Edge, Financial Edge.
- Intermediate to advanced skills with MS Excel and other MS Office applications.
- Must have a good understanding of CRA guidelines for income tax receipting

Hours of work

- Regular office hours: 9:00 am to 5:00 pm
- Occasional evenings and weekends during busy periods
- Vacation restrictions during busy periods

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We offer: 4 weeks' vacation per year, plus 3 float days, participation in the OMERS Defined Benefit Pension Plan with contributions matched 100%, a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.

CAFC staff are currently working in a hybrid work model, working remotely and in the downtown Toronto office 1 day a week when it is safe to do so. However, this role has the opportunity to be fully remote.

We acknowledge that the Foundation's main office is located in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

To Apply:

To Apply Please forward a current resume, with covering letter in one single document, detailing how your qualifications match this opportunity, to enza@cafdn.org and include "Financial Analyst July 2022" the subject line of your email by August 12, 2022.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please