

Assistant Financial Analyst

Term Contract: May 20 – Aug 30, 2024

Job Description

Job title	Assistant Financial Analyst
Reports to	Diocesan Financial Officer

Job purpose

The Diocesan Finance group handles all financial matters for the diocese. This includes accounting, payroll, budgeting, reporting, financial planning, financial policy, investments, trusts and insurance matters. It also supports and advises parishes/churches in financial matters as required.

The core of our Financial System is Sage 300, hosted in the Azure Cloud. This systems includes modules for the General Ledger, Payables, Receivables, Payroll and Investment Management.

This role (supported with Canada Summer Job Grant funding) is targeted to assist in the Finance team and support the development of additional analysis and reporting as we evolve our financial processes, tools, systems and policies.

Duties and responsibilities

The Duties and Responsibilities of the **Assistant Financial Analyst** shall include:

- Assist in various departmental projects, including data mapping, and validation support
- Assist in development of new analytics reports
- Assist with preparation, maintenance and supporting documentation for reports, analysis and process documentation
- Provide continuity by providing cross training at the end of the assignments

Qualifications

Qualifications include:

- Enrolled in Bachelor's Business degree, Community College Business/Accounting Program or equivalent experience
- Client Service focus and skills (Communication, Collaboration, Problem Solving)
- Sage Accounting experience an asset
- Financial/Accounting Literacy
- Analytical thinking
- Able to develop and adapt financial models and reports
- Organized and self motivated
- Computer applications & equipment: SharePoint; MS Excel; MS Word; MS Office;

Working conditions

- Office environment
- Non-profit, faith based organization
- Attention to detail
- Ability to work independently as well as in a team setting

Physical requirements

- Combination of sitting, standing, walking
- Long periods of being seated (desk)

The Anglican Diocese of Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, The Anglican Diocese of Ontario will make accommodations available to applicants with disabilities upon request during the recruitment process.

The Anglican Diocese of Ontario is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, The Anglican Diocese of Ontario will provide reasonable accommodation for any applicant, as requested during the hiring process.

The Anglican Diocese of Ontario seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples

The Anglican Diocese of Ontario strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, The Anglican Diocese of Ontario will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.