



Career Opportunity

PASS 253 TEMPORARY Financial Analyst

Re-posted May 25, 2023

Internal/External

Schools and administrative sites within the Hamilton-Wentworth Catholic District School Board (HWCD SB) give witness to the truth that Jesus Christ is the foundation and the heart of Catholic Education and the centre of its community. Central to this vibrant and student focused system is a vision of students as uniquely created in the image of God. This commitment is expressed and realized in the Board's Mission which is:

"In union with our Bishop, to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model"

Hamilton-Wentworth Catholic District School Board (HWCD SB) is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of students and our community. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to: * First Nations, Métis and Inuit peoples, and all other Indigenous peoples; * members of groups that commonly experience discrimination due to race, ancestry, colour or place of origin; * persons with visible and/or invisible (physical and/or mental) disabilities.

Date of Appointment: One Year Temporary, Full-Time (with possible extension)

Reporting to: Controller of Business Services

Reporting to the Controller of Business Services, this position is an integral member of the finance team, primarily responsible for extracting, analyzing, reconciling, and assisting in the interpretation and preparation of financial and other statistical data. The Financial Analyst will complete assignments using sound knowledge of accounting principles and will review and analyze data and generate reports as required by the Board and/or the Ministry of Education. You will be responsible for accounts receivable management, payroll import entry, and coordination of the accounting functions related to the year-end close and financial statement process, completing provincial consolidation reporting and Ministry Education Finance Information systems (EFIS) forms.

Primary Responsibilities:

- Prepare monthly, quarterly, and yearly financial reports and statements for internal and external reporting including stub year (March)
- Prepare, review, and report on variance analysis of accounts
- Responsible for the payroll import from the payroll provider to the Board's financial system
- Prepare appropriate journal entries to correct payroll errors
- Ensure compliance with all regulatory requirements and with relevant federal and provincial legislation and Income Tax Act

- Prepare, review, and submit monthly remittances for OMERS, TPP, CRA
- Prepare and analyze monthly balance sheet accounts
- Preparation of year-end working papers, working with external auditors and Ministry staff

Qualifications:

- A University/post-secondary degree in Business Administration/Commerce, Accounting, or Finance
- A recognized Canadian professional accounting designation (CPA-CA, CPA-CMA, CPA-CGA)
- 3-5 years experience in Finance/Accounting; experience in Public Sector Accounting Board (PSAB) an asset
- Experience in report preparation
- Ability to work independently in an organized manner and collaboratively in a team-based environment
- Discretion in the management of confidential information
- Experience meeting deadlines, streamlining work processes, conflict resolution, and working cooperatively
- Exceptional attention to detail and accuracy
- Proven proficiency in the Microsoft Office Suite of products and computerized financial systems
- Experience with EFIS, NAV/Spark rock & Jet reports, iSYS, an asset

Location: Father Kennedy Catholic Education Centre
90 Mulberry Street, Hamilton, ON

Salary: Professional Administrative Support Staff (PASS 6)
(\$78,480 - \$83,234)

Last date for consideration: Wednesday, June 7, 2023 at 4:00 p.m.

Applicants shall submit a resume and cover letter to careers@hwcdsb.ca

Please include the full posting title within the subject line. The resume must include two (2) Professional References; and a Pastoral Reference Letter is preferred. It must also include an authorization to contact references provided. Thank you to all applicants who submit their application. Please note that consideration will be given to those applicants who submitted a complete package. Only those applicants eligible for an interview will be contacted.

In our efforts to ensure an inclusive, diverse and representative workforce, HWCDSB will:
value, promote and encourage the hiring of staff from under-represented communities;
value applicants' additional experiences, lived experience, skills, backgrounds and perspectives
collect voluntary self-identification data from applicants in accordance with the Ontario Human Rights Code, HWCDSB's Teacher Hiring Practices Administrative Procedures, and Ontario's Anti-Racism Data Standards:

Where the required skills, ability and qualifications of candidates are relatively equal, candidates who self-identify as a member of one or more under-represented groups may be selected.

The HWCDSB is also an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We also recognize our duty to accommodate and foster a culture of inclusion. We will provide accommodations during the hiring process. If an accommodation is required, please inform the Human Resources Team or Hiring Manager in advance of any part of the process. All information received relating to a candidate's required accommodation will be addressed confidentially.