

Financial Analyst - Permanent Full-Time (35 hours/week)
Belleville and Quinte West Community Health Centre (BQWCHC)
\$59,386 - \$72,181; Includes Health Benefits & HOOPP (Healthcare of Ontario Pension Plan)

OUR VISION

Belleville & Quinte West Community Health Centre (BQWCHC) is a community-based primary health care organization that provides comprehensive primary health care. This includes primary care, chronic disease management, health promotion and illness prevention for individuals, families, and community. We work from a health equity perspective, prioritizing communities who face systemic barriers to accessing services and health. The Centre works toward a vision of health communities where everyone belongs.

Reporting to the Director of Corporate Services, the Financial Analyst, will ensure the accurate and timely provision of financial information and analysis. This role will be responsible for providing a variety of tasks including, financial data analysis, performance monitoring and forecasting, preparing reports, and providing insights to support business decision.

KEY AREAS OF RESPONSIBILITY

- Preparation of regular financial reports, including variance analysis to inform management decision making.
- Work with, review, and analyze budgets and year-end financial statements and helps develop proposed annual budget.
- Monthly review of the General Ledger and of the process of required adjustments.
- Review of monthly bank reconciliation.
- Bi-weekly review of payroll submission to payroll provider.
- Support the Director of Corporate Services in year-end preparation.
- Assist in developing, implementing, and maintaining financial policies and procedures to ensure necessary internal controls exist.
- Monitor financial processes and identify any areas for improvement.
- Assess the fiscal impact of changes in budget and program parameters.
- Assist with procurement reviews, contract monitoring and facilities issues.
- Coordinated annual review of fixed asset count.
- Provide support and back up for Bookkeeper and HR Assistant/Payroll Administrator as and when required.

QUALIFICATIONS

- Post-Secondary education in Business Administration, Accounting, Finance, or related field.
- Enrolled in a Chartered Professional Accountant (CPA) program, an asset.
- Minimum 3 years financial experience.
- Knowledge of accounting principles and accounting software (Great Plains).
- Experience meeting financial reporting requirements to diverse funders.
- Knowledge of not-for-profit health care services trends and challenges.
- Advanced computer skills including Microsoft Word, Excel, Outlook, and PowerPoint.
- Excellent oral and written communication skills.

APPLY

To apply for this opportunity please forward your resume and cover letter electronically to hr@bqwchc.com.
Within the subject line of your email, please indicate the position title for which you are applying.

Deadline for applications is 4pm local on Friday, January 10, 2025.

BQWCHC is an equal opportunity employer. If you require accommodation to participate in the hiring process, please call 613-962-0000 x 163 or email hr@bqwchc.com. For more information visit our website at www.bqwchc.com.

We thank all applicants however, only those selected for an interview will be contacted.