

## Financial Reporting Analyst (12 month contact)

JIAS Toronto is a not-for-profit corporation dedicated to helping immigrants with resettlement in the Greater Toronto Area. JIAS Toronto assists lawfully admitted immigrants and refugees in meeting basic financial, social, legal, and other requirements of immigration. We work to advance the well-being and social integration of newcomers by providing a full range of outreach, support, counseling, training, and referral resources.

We are currently looking for a **Financial Reporting Analyst**. As the Financial Reporting Analyst you will be responsible for supporting the Finance Manager in the preparation of financial statements, conducting analysis on reports, and participating in forecasting activities. In this role, you will play an active role in monitoring major contracts, grants and funding agreements and collaborate with members of the management team. *This is a full time 12 month contract position outside of the bargaining unit.*

### RESPONSIBILITIES:

- Prepare and distribute monthly financial statements and transaction listings.
- Address queries and adjust statements based on manager requests during the monthly financial review.
- Analyze variances from budget and forecast monthly.
- Aid in preparing annual reports and the Year-End process cycle.
- Support and participate in the annual audit.
- Communicate with management and the Board to assess financial results.
- Analyze bank reconciliations and other assigned tasks.
- Participate in developing complex financial statement formats and forms.
- Assist in developing budget and projection templates for agency-wide use.
- Support managers in the forecast process
- Update budgets and projections throughout the year.
- Establish and implement control methods for overseeing contracts, grants and donor reports.
- Develop and maintain term sheets for major contracts.
- Coordinate payment methods for disbursements to clients and vendors.
- Other duties as assigned.

### REQUIRED QUALIFICATIONS:

- Bachelor's degree in accounting, or bachelor's in business administration (BBA) with a focus in accounting.
- Familiarity with Canadian financial regulations and CRA guidelines for charitable organizations is required.
- Experience in reports and financial reconciliation within a Canadian non-profit organization is a strong asset.
- Understanding of variance analysis, GL entries, and more
- Strong customer service and interpersonal skills
- Ability to work effectively as part of a team
- Attention to detail and ability to work independently.

**Posting date: February 14, 2025**

If you are interested in applying for this position, please submit your cover letter and résumé at [Careers at JIAS Toronto](#).

JIAS Toronto, is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hiring process will be made wherever possible. Please advise us if any accommodations are required.

We thank all applicants for their interest, however only those considered for an interview will be contacted.

