

## JOB POSTING

<b>Job Position:</b>	Financial Analyst
<b>Department:</b>	Finance
<b>Status:</b>	Full-Time - 35 hours per week This posting is for an active vacancy.
<b>Location:</b>	Mississauga This role is on-site and/or community based.
<b>Compensation:</b>	\$63,000.00 per annum plus benefits

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over four decades. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally responsive services to newcomers, families, women & seniors.

**Vision:** To be leaders in building strong and inclusive communities.

**Mission:** We are a community benefit organization focused on building resilient and healthy communities by offering person-centered, anti-oppressive programs and services.

### **Position Summary:**

Reporting to the Manager Finance and Reporting, this position is responsible for providing daily financial, payroll and administrative support services for all ongoing, short-term and one-time projects within the Finance Department. The incumbent will also be responsible for maintaining current and up-to-date financial documentation through an organized system of filing.

### **Responsibilities and Duties:** *(but not limited to)*

- Assist in the preparation, coordination, consolidation, and analysis of Indus' annual budget, forecasts, funding proposal budgets, monthly financial monitoring, and cash flow planning.
- Support the development of financial models, variance analysis, trend analysis, and identification of financial risks and opportunities to support organizational decision-making.
- Collaborate with program managers to analyze financial and statistical information, investigate variances against program targets and activities, and provide financial insights and recommendations.
- Prepare financial reports, statements, working papers, schedules, and supporting documentation for management, the Board of Directors, funders, auditors, and external stakeholders in accordance with GAAP and organizational requirements.
- Monitor funding agreements and ensure compliance with funder reporting requirements.
- Assist in the preparation and reconciliation of month-end and year-end financial processes, including journal entries, accruals, account reconciliations, claims reconciliations, General Ledger reconciliations, and account analysis.
- Facilitate month-end and year-end close processes and review journal entries prepared by assigned staff.
- Support annual external and statutory audits by preparing required documentation and liaising with auditors as required.
- Perform banking functions including bank reconciliations, credit card reconciliations, cash flow monitoring, and ensuring sufficient funds are available to support ongoing operations.
- Verify bi-weekly payroll, including timecard review, payroll reconciliation, post-payroll reporting, and reconciliation of statutory remittances including CPP, EI, income tax, EHT, and HST.
- Prepare and submit HST rebate claims and annual statutory returns including EHT and HST filings.
- Coordinate Bingo fundraising activities, including monthly reporting and annual license renewal requirements.
- Maintain accurate, up-to-date, and confidential financial and payroll filing systems and records.
- Support the ongoing improvement, testing, and implementation of finance and payroll systems, processes, and controls.
- Participate in financial standards development and forecasting activities.
- Participate in staff and team meetings, and professional development opportunities as required.
- Assist with special projects, organizational initiatives, and other duties as assigned.

### **Qualifications and Skills:**

- Degree in Accounting, Payroll, or equivalent, with at least two years of accounting/payroll experience.
- Knowledge of GAAP and experience in accounting practices and procedures as it applies to a not-for-profit/charitable organization is an asset.
- Experience with Sage Intacct, Sage300 and ADP software a definite asset.
- Experience with record keeping processes for tracking revenue and expenditure is required.

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- High computer proficiency in MS Office (Advance/ Moderate Excel & Word), accounting, spreadsheet and database software and reporting tools, email and internet.
- Team player, with the ability to communicate effectively with both financial and non-financial staff and stakeholders.
- Demonstrated flexibility and excellent coordination, analytical, problem solving and decision-making skills.
- Excellent organizational and time management skills; pays close attention to detail and timelines in a fast-paced, changing environment.
- Work style that thrives on initiative and collaborating in a team environment.
- Able to work independently when required, while maintaining confidentiality of information.
- Excellent English; oral and written communication skills.
- Ability to work flexible hours including evenings, weekends and to work from any one of Indus's work-sites.
- Successful candidates must provide a satisfactory Criminal Background Check prior to commencing employment.

**Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to [hrindus@induscs.ca](mailto:hrindus@induscs.ca) by 12:00pm, May 26, 2026. Please ensure your application email has the subject heading of "Financial Analyst" - (insert your name)'**

We are committed to a human-centric hiring process. Please note that we currently do not use any artificial intelligence (AI) tools to screen, assess, or select applicants for this position. All applications are reviewed by a member of our human resources team. This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. No phone calls please.

*Posting Date: May 7, 2026*