

Finance Analyst

Title: Finance Analyst

Reports to: Director of Finance

Location: Montreal, QC

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. CAM is staffed by a team of enthusiastic individuals dedicated to providing support for midwives and the profession of midwifery in Canada and globally.

Job Summary

Under the direction of the Finance Director, the Financial Analyst works closely with the Global Program team to ensure the effective financial monitoring of projects and continued support to the Project Officers. The Financial Analyst has a thorough understanding of financial and administrative policies and procedures, as well as grant requirements and will act as a liaison to the donor's finance unit. He/she will also be responsible for the verification and preparation of payroll data.

Primary Duties and Responsibilities

Financial Administration

- Assist project officers in monitoring of project expenditures and in performing forecasting activities
- Perform budget vs actuals analysis on a monthly basis for projects
- Verify accounting transactions recorded in projects to ensure proper coding
- Ensure obligations and regulations related to donation agreements are respected
- Understand donor requirements and liaise with donor's finance team when necessary
- Prepare donor quarterly financial reports
- Responsible for coordinating payment, advance and reimbursements with donor

Payroll & Timesheet Administration

- Prepare bi-weekly payroll files for approval by the Finance Manager/Executive Director
- Address all payroll enquiries from staff
- Prepare year end reports and filing of all annual returns with federal/provincial governments
- Ensure accurate recording of staff times and timely approvals from supervisors
- Responsible for training of new staff on the use of the timesheet system and supporting current staff in its proper use

Qualifications, Skills and Knowledge Requirements

- University degree or diploma in accounting or finance or related field
- Minimum 3 years of experience in finance, accounting or bookkeeping
- Previous payroll experience
- Previous timesheet management experience

- Proficient in Microsoft Office applications particularly with MS Excel
- Knowledge of accounting software SAGE 50 a strong asset
- Ability to work collaboratively with a team
- Strong attention to detail
- Ability to work independently, demonstrate flexibility and meet tight deadlines.
- Proficiency in English and in French is a strong asset

Assets

- Knowledge of Desjardins payroll and timesheets system.
- Knowledge and experience with Treasury Board Guidelines and with Global Affairs Canada and/or other donor contracts and contribution agreements

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- Permanent position, full-time.

Start Date: July, 2018

Applications

Please follow these instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "FinAnalyst" are included in the file name.
- Send your PDF by email ONLY with the subject "Finance Analyst Application" to admin@canadianmidwives.org
- Deadline for applications is **June 27, 2018 at 5pm ET.**

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