

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2024-149**

<b>POSITION TITLE:</b> Financial Analyst	
<b>DEPARTMENT:</b> Finance and Administration	<b>STATUS:</b> Contract Full-Time, Non-Bargaining Unit
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> 1 Year
<b>REPORT TO:</b> Senior Manager, Accounting and Financial Reporting	<b>SALARY RANGE:</b> \$67,520- \$75,960
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** The Financial Analyst reports directly to the Senior Manager, Accounting and Financial Reporting at the Neighbourhood Group Community Services (TNGCS) and is responsible for recording journal entries, maintaining financial records/general ledger, performing financial analysis and bank reconciliations, assisting with solving problems, supporting month-end, quarter-end and year-end closings, financial reporting, assisting audit functions and other routine accounting functions. The Neighbourhood Group has a growing complex array of over 50 program offerings at 32 locations across the Greater Toronto Area (GTA) as well as diverse funding sources including local, provincial, federal funding as well as corporate, United Way and individual donors.

### MAJOR DUTIES:

- Maintain accurate records and analysis for revenue and expense streams, general ledger records and assist in the preparation of monthly/quarterly/annual accurate financial statements in timely manner.
- Reconcile multiple bank accounts, credit card statements, and other accounts as needed.
- Maintain and reconcile accounts receivable/payable sub-ledgers to the general ledger account and journal entries can be posted to the accounts receivable /payable control accounts
- Maintain financial records according to payroll, assist Senior Finance Manager with the preparation of bi-weekly payroll reconciliation and journal entries.
- Perform income statements and Balance sheets items (i.e., Investment, Petty cash, Accounts Receivable, Deferred revenue, accrued liability, Payroll clearing/liabilities, Prepaid, Assets/Depreciation, etc.) reconciliation on monthly/quarterly/Annually.
- Completion of monthly/quarterly/semi-annual/annual reconciliations as applicable for WSIB, EHT, HST, Union dues, etc.
- Prepare lead sheets, schedules, necessary documentation and assist the Senior Finance Manager during the annual audit.
- Maintain confidentiality and ensures adherence to company's policies and procedures.
- Ensure that appropriate accounting policies and procedures are applied consistently throughout the organization.
- Ensure all financial reporting/reconciliation deadlines are met.
- Work collaboratively with other colleagues of various departments as and when needed
- Other tasks/projects that may be assigned as and when required

### REQUIREMENTS & QUALIFICATIONS:

- Diploma or bachelor's degree in accounting or a related discipline, or a combination of education, training and experience deemed to be equivalent.
- A sound knowledge of accounting and a minimum of 2 years' working experience in accounting/bookkeeping/bank reconciliation/financial analysis is required.
- Strong practical accounting principles and knowledge and experience in Not-For-profit is an asset.
- Experience in Dynamics 365 Business Central, Accounting software would be an asset.
- The willingness and flexibility to alter work schedules and regular duties to accommodate uncommon needs of the department and/or the agency
- Computer literacy, including strong knowledge of Microsoft Office Excel (V-look up, Pivot table, Formula, Financial Modelling. etc.) and Microsoft Outlook
- Client/Customer centric approach at all times and able to work in a team environment

**To apply, submit your resume with "TNG2024-149" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement