TNG Community Services | CENTRAL NEIGHBOURHOOD HOUSE NEIGHBOURHOOD LINK ST. STEPHEN'S COMMUNITY HOUSE

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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# TNG2026-187

POSITION TITLE: Financial Analyst	
DEPARTMENT: Finance	**STATUS:** Regular Full-time, Non-Bargaining Unit
# HRS / WEEK: 35	**CONTRACT DATES:** N/A
REPORTS TO: Finance Controller	**SALARY:** $78,872 ($43.33/hr)
EXTERNAL POSTING DATE: posted until filled	

GENERAL DESCRIPTION: The position provides all programs with financial and administrative support to ensure effective, efficient, and accurate management of TNG's fiscal affairs, financial records and reporting, and management of the budget. This position will be part of finance department and will provide financial, administrative and, which include processing payments and monitoring expenditures.

MAJOR DUTIES:

- Oversee and coordinate all elements of the Trustee relationship including financial accountability, Develop, track and monitor MOU's and agreements.
- Receive and verify payment approval of invoices and cheque requisitions; verify that payment requisitions comply with TNG's policies and procedures.
- Prepare batches of invoices for data entry and enter invoices for payment and prepare cheques for mailing and internal distribution.
- Manage weekly E-Transfers for the Trustee Hub Projects (when necessary)
- Weekly processing of invoices, petty cash, and other expenditures
- Maintain chart of accounts and listing of vendors and maintain updated vendor files.
- Provide management and staff with ledger printouts and financial reports.
- Reconcile visa payments and journalize transactions.
- Monitor 40+ separate budgets at any given time and assist with the co-creation of budgets for programs.
- Acts as liaison between funders and trustee groups in regard to any financial questions
- Facilitate financial literacy training to funded groups.
- Assist with the completion of all Reporting and Evaluation of this initiative.
- Ensure the accurate tracking of expenditures and generate regular reports.
- Support budgeting questions and enquiries from numerous partners and funded groups, assist with problem solving and resolution.
- Produce reports and financial statements for trustee groups during funders' reporting period.
- Prepare, review, and post journal entries, ensuring the accuracy and completeness of financial records.
- Monitor compliance with organizational policies, funding agreements, accounting standards, and regulatory requirements.
- Perform monthly variance analysis by comparing actual results to budget and forecast, investigating significant variances and providing explanations to management.
- Distribute pay cheques and pay statements.

REQUIREMENTS & QUALIFICATIONS

- College Diploma in Accounting and minimum 3 years of Accounts Payable experience, enrollment in CPA an asset (Business Central) or combined equivalent of education and experience
- Experience working in a team-based approach to financial literacy and training.
- Past demonstrated success in Project Management with strong skills in project management, administrative oversight, processes, and procedures.
- Familiarity with the trusteeship relationship, process, and experience in maintaining a supportive and mutually beneficial experience.
- Advanced computer skills in Excel, Word, and Outlook
- Communication, organizational and time management skills required.
- Ability to manage competing priorities.
- Demonstrated tact, diplomacy, and confidentiality.
- Good customer service skills
- Experience in the revenue and expense nature of non- profit organizations is an asset.
- Experience and interest in supporting capacity building and knowledge sharing of accounting and budget management practices.

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. This posting is for an existing vacancy.

- Understanding of community development, and the work of non-profits, unincorporated groups and social mission organizations
- Work from an Anti –oppression framework with strong working knowledge and skill in Anti-Racism, Access, and Equity
- Demonstrated skills and experience in collaborating effectively with a range of stakeholders including staff, clients, and volunteers.
- Experience co-developing program budgets, managing fiscal expenditure and funder reporting.
- Ability to lead financial literacy workshops to youth and diverse populations in an engaging and relevant manner.
- Strong interpersonal skills and ability to do personal follow-ups, collectively solve problems, and work as a team.
- Exceptional attention to detail

To apply, submit your resume and cover letter with "TNG2026-187" in the subject line of your email to: careers@tngcs.org