



JUNIOR FINANCIAL ANALYST

The Finance Department provides the backbone to the operations, programs and services offered at both the Prosserman JCC (North York) and Schwartz/Reisman Centre (Vaughan) facilitating the fulfillment of our community mission "*Inspiring you to live the Jewish life you want to live!*" Reporting to members of the Finance Team, we are looking for a personable, efficient and qualified Accountant to join our team and assume responsibility for **Budget Coordination, Financial Accounting and Reporting, and Financial Analysis** for the organization.

MAIN DUTIES AND RESPONSIBILITIES:

Financial Accounting and Reporting

- Prepare and maintain monthly, quarterly and annual financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Create/Prepare monthly dashboards for both board and departmental reporting.
- Resolve inconsistencies in financial data and reconcile general ledger accounts.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Review monthly results and implement monthly variance reporting.
- Performs monthly balance sheet reconciliations
- Work with departments to ensure complete and accurate recording of transaction in the GL.
- Prepare various monthly and quarterly analysis and reconciliations.
- Prepare and upload month end entries, including internal entries and entries for other departments.
- Additional Excel reporting and financial analysis as requested by the Director of Finance.
- Tracks financial status by monitoring variances from plan.
- Determines financial status by comparing and analyzing plans and forecasts with actual results.
- Improves financial status by analyzing results and variances; identifying trends; recommending actions.
- Reconciles transactions by comparing and correcting data.
- Increases productivity by developing automated applications; eliminating duplications; coordinating information requirements.

Analytics Responsibilities

- Work with personnel in all departments to accurately and efficiently gather appropriate information from various I.T. systems
- Organizing and cleaning data within excel to ensure data can be properly analyzed
- Analyzing data to help provide meaningful insights to senior management

Other Duties

- Check batches of accounts Receivable monthly prior to posting.
- Accomplishes finance and organization mission by completing other related tasks as needed.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

- Attends staff meetings and community celebrations and special events.

DESIRED QUALIFICATIONS, SKILLS AND EXPERIENCE:

- CPA or in process
- Minimum 2 years work experience in Financial Analyst role
- Demonstrated experience with financial reporting, financial analysis
- Demonstrated expertise with SAGE Fund Accounting, CSI or similar
- Advanced Excel skills
- Exceptional communication and interpersonal skills
- Organized, efficient, a multi-tasker and able to meet tight deadlines
- Experience in non-profit an asset
- **Knowledge of Jewish life, traditions and Israel a must!**

APPLICATION PROCESS:

We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. If you are interested in and qualified for this exciting opportunity please submit your resume and cover letter via e-mail no later than **April 5, 2019 to Samantha Landy, Director of Finance:** samantha@prossermanjcc.com. **Please clearly state the job title in your email.**

We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.

Prosserman JCC • Sherman Campus
4588 Bathurst Street • Toronto, ON • M2R 1W6
416.638.1881 • prossermanjcc.com



Prosserman JCC
Sherman Campus

