



Ontario First Nations  
Technical Services  
Corporation

## **Employment Opportunity: SENIOR CORPORATE FINANCIAL ANALYST – Toronto**

The mandate of the Ontario First Nations Technical Services Corporation (OFNTSC) is to provide engineering and technical advisory services to all First Nations in Ontario. The OFNTSC requires the services of a Senior Corporate Financial Analyst to assist the OFNTSC Finance Manager. The position will be located in the Toronto Office.

As a member of the OFNTSC team, the Senior Corporate Financial Analyst is responsible for corporate and project financial analysis, Human Resources (HR) administration and Information Technology (IT) technical support.

### **KEY ACCOUNTABILITIES AND RESPONSIBILITIES:**

#### **Corporate and Project Financials**

- Prepare detailed financial analysis and forecast required by year-end corporate financial and pension audits
- Support Manager of Finance by providing timely and relevant financial reports (e.g. financial dashboard with KPIs such as contribution margin, actual vs. budget variances, deferred revenue analysis)
- Identify, analyze and update Manager of Finance of current and potential risks in financial, HR and IT areas that may affect operational objectives, project milestones, funding agreement and/or legal compliance
- Assist Manager of Finance in organizing statistical data necessary for company budget and strategic planning

#### **General Accounting**

- Prepare month-end financial reconciliations such as deferred revenue and receivable schedules; coordinate with Finance team members in project and bank reconciliation
- Review vendor contracts, Cost vs Benefit analysis
- Liaise with staff to identify various project and department needs to be addressed by changes in service plans,
- Responsible for own travel budget

#### **Human Resources (HR)**

- Primary contact for new hire orientation and training in financial, HR and IT areas
- Provide reports required by legislation and government agencies
- Employee benefits (health and pension plans) administration
- Maintain Replicon timesheet system settings and rectify any performance issues
- Update timesheet user access, project, policy and template settings, monitor record accuracy in accordance to HR policies and applicable legislation
- Timesheet Data System upgrade implementation, testing, training and trouble-shooting to ensure a secure and cost-efficient process when handling confidential information
- Support HR and communications policy with respect to an inclusive teamwork environment

#### **Information Technology**

- Coordinate with external IT consultants to purchase and/or implement new or modified database systems and equipment to meet organizational needs; provide staff training and trouble-shoot networking issues to ensure data integrity

### **QUALIFICATIONS:**

- A professional accounting designation, e.g. CA, CPA, CMA is an asset
- Accurate variance analysis reports using MS Office applications (e.g. Excel advanced data functions)
- Regular Financial Analysis for project management, process improvements and audit internal controls to meet management and external funding agency requirements
- Preparing audit documentation and liaison with auditor and funding agencies
- Understanding the procedures and cultural aspects in working with First Nations communities and government agencies

**CLOSING DATE: May 18, 2018 at 4:30 p.m. (EST)**

Please mark clearly on subject line of the email “**SENIOR CORPORATE FINANCIAL ANALYST**” and send your cover letter, resume and sample writing piece in one (1) PDF file labelled [**LASTNAME\_FIRSTNAME\_FINANCIAL ANALYST**] to:

**Brian Katz, Manager of Finance, HR and IT**  
**Ontario First Nations Technical Services Corporation**  
111 Peter St., Suite 606  
Toronto, ON, M5V 2H1  
[bkatz@ofntsc.org](mailto:bkatz@ofntsc.org)

We thank all applicants, however only those receiving an interview will be contacted.