



## Job description

Copernicus Lodge is a healthcare organization that provides for a continuum of care to primarily polish seniors. We are located in the heart of Roncesvalles Village just west of downtown Toronto. We have 200 seniors' apartments with a Supportive Housing program, 228 Long Term Care beds and an Adult Day Program. We are looking for a full time Financial Analyst.

Reporting to the Director of Finance & Administration (DOFA), the Financial Analyst is primarily responsible for performing a variety of accounting duties and preparing mandatory reports, including but not limited to all balance sheet reconciliations, monthly reporting to stakeholders. This position is an integral member of the Administration team, collaborating regularly with Human Resources (HR) to maintain and create various reports and statistics. The Financial Analyst will interact closely with various internal and external stakeholders and is responsible for the regular maintenance and upkeep of both our manual and computerized systems and processes, and general accounting and finance tasks as required by the DOFA.

## Responsibilities

- Performs all balance sheet reconciliations including the bank reconciliation in a timely manner.
- Makes journal entries as required including payroll.
- Provides support to team of managers regarding any day-to-day accounting matters.
- Prepares cash flow analysis and yearend documentation for balance sheets accounts.
- Runs regular monthly, quarterly, annual and ad hoc accounting/finance reports.
- Works closely with auditors during yearend audit.
- Frequent and ongoing communication with all members of the administration team and operational managers to ensure timely and accurate reporting of statistics.
- In collaboration with HR department, analyze scheduling and payroll functions to improve efficiencies.
- Maintain regular contact with external stakeholders including vendors and auditors to ensure any potential issues are resolved in a timely and effective manner.
- Works closely with DOFA and HR to ensure labour and overtime costs are monitored and controlled.
- Leveraging operational systems data, develop and manage a recurring variance reporting process for payroll and operating expenses for each department manager
- Assists operational managers in providing information and conducting investigations for all divisions to ensure better decision-making and achievement of Copernicus Lodge's goals and objectives in the context of fiscal accountability.
- Assists DOFA with government reporting and budget cycle, including capital planning.
- Works closely with all managers in building business cases and financial models to identify opportunities with the goal of achieving operational efficiencies and sustainability.
- Completes ad hoc analysis and reporting as required, and prepares financial statements.
- Assists and acts as backup for payroll function.
- Participates in special projects such as system upgrades and/or changes.
- Forecasting
- Business development and financial modelling
- Take a lead role in the development of the annual operating and capital budgets, and overseeing the maintenance and improvement of the budgeting system and process.

- Create long range cash flow forecasting, analysis and report out
- Prepare analysis, trending and preparation for insurance policy renewals and prepare reporting
- Must be flexible to work off-hours when required to accommodate a 24/7 business, including afternoons, nights and weekends.

### **Qualifications**

- University degree in Accounting, Business Administration or equivalent.
- Working towards completion of a Professional designation (CPA) Chartered Professional Accountant.
- Solid knowledge and experience in accounting and financial reporting procedures.
- Strong technical skills in financial and accounting areas of practice, including GAAP.
- Excellent computer proficiency, including excellent skills in computerized accounting systems, preferably Great Plains Dynamics, as well as Microsoft Office.
- Advanced to expert Excel knowledge and experience.
- Ability to multi-task effectively and work in a 'hands-on' accounting environment, with a proven ability to meet deadlines.
- Demonstrated excellent interpersonal skills Strong analytical, critical thinking, problem solving and organizational skills with a keen attention to detail is essential.
- Self starter, with the ability to work independently and as part of a team
- Good judgment skills and must have the ability to maintain a position of trust and confidentiality.
- 2-3 years experience in a related role in long term care/healthcare or a charity/non-profit organization is required.
- Strong oral and written communication skills in English. Ability to speak and/or understand Polish is an asset.
- Payroll Compliance Practitioner (PCP) Certification or working towards would be considered an asset.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code, Copernicus Lodge will consider and provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Copernicus Lodge of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All information collected will be protected under applicable privacy requirements.

We thank all applicants who apply, however only those selected for an interview will be contacted.

Please submit a cover letter and resume outlining how you meet the qualifications for this position to [resumes@copernicuslodge.com](mailto:resumes@copernicuslodge.com)

Job Type: Full-time, Permanent