



...Every Child and Youth living life at their full potential.

At Grandview Kids, we provide family-centred paediatric treatment, rehabilitation services and specialized programs, services and supports to children and youth with communication, physical and developmental needs and their families. We are dedicated to every child and youth living life at their full potential, fostering development, growth and personal achievement for the children and youth, their families and for our staff members. Our team-oriented approach supports our staff to collaborate, share ideas, and work with a variety of professional disciplines in a stimulating environment with an exceptional variety of opportunities in the field of paediatric rehabilitation.

The next three years will be a period of unprecedented growth as we complete a major capital expansion, building a new Grandview.

If you are looking for a career that offers personal and professional rewards, a once in a lifetime expansion project and opportunity and one that makes a real difference and impact in the lives of others, then Grandview Kids is the place for you! We are excited to be accepting applications for the following position:

Financial Analyst

- *Regular Full-Time - 37.5 hours / week*
- *Commencing September 2021*

Working with and reporting to the Director of Finance and Administration and in conjunction the Senior Financial Analyst, the Financial Analyst is responsible for assisting in financial modelling, financial reporting and providing analytical support at both the project and corporate level. The Financial analyst will help in setting best Finance/Accounting practices, develop and implement policies and procedures and work with all areas in the organization to ensure financial information is transparent and understood. The Financial Analyst will also have a major focus in Social Enterprise at Grandview.

In conjunction with the Director Finance and Administration and Senior Financial Analyst, specific responsibilities include but are not limited to:

- Preparation of monthly, quarterly, and annual financial reports for the Centre, all Ministries (MCCSS, MOHLTC) and all external funders
- Responsible for the day-to-day accounting activity with Social Enterprise/Purchases Services. This may include A/R entries, invoicing, collections, reconciliations/family budget submissions and the preparation of monthly financial statements.
- Work with the Business Coordinator and Director Finance & Administration in all aspects of Social Enterprise/Purchased Services including costing and reporting
- Ensure that activities are tracked and accounted for by funding source
- Assist in the development of internal reporting mechanisms to ensure departmental/program accountability and fiscal responsibility.
- Responsible for ensuring compliance with Management Information Systems (MIS) guidelines as determined by the Ministry of Children and Community Services (MCCSS) and the Ministry of Health and Long-Term Care (MOHLTC)
- Responsible for the submission of all quarterly MIS information and metrics
- Assist in developing all budgets and forecasts.
- Assist in all processes related to the annual fiscal audit including the preparation of supporting documentation, and the coordination of activities.
- Identifying operating and capital funding opportunities with appropriate Ministries.
- Preparation of account reconciliations as needed.
- Reconciliation of bank account and investment accounts
- Accounting for cash, cheques, and processing in accordance with established procedure
- Documentation of all financial transactions and assist in the preparation of monthly journal entries
- Assist in Capital Assets accounting as needed for the new Grandview Kids build
- Assist with all activities within the Finance and Administration group as necessary

You have:

- University degree in Business Administration, Accounting or equivalent
- CPA Designation or working to complete designation.
- 2-3 years related experience.

- Excellent communication, interpersonal and organizational skills
- Good problem-solving and time management skills
- Experience working with accounting software.
- Experience working with MS Office.

The Financial Analyst must be able to meet all deadlines and reporting requirements and will work closely with the Director Finance and Administration and Senior Financial Analyst in various ongoing projects throughout the organization. The Financial Analyst will help in continually seeking and identifying opportunities to enhance the quality and efficiency of Grandview's financial performance.

You have the ability to work flexible hours outside of normal work hours, and possess a valid Ontario driver's license, insurance, and access to a vehicle, or have efficient and reliable transportation. You have a deep commitment to family-centred care and a passion for working with others to support children to live life at their full potential.

Please forward your resume and clearly state Financial Analyst Job 21.76 no later than 5:00 pm on July 30, 2021, to:

Human Resources Manager, Grandview Kids
600 Townline Road South, Oshawa, ON, L1H 0C8

Email: careers@grandviewkids.ca

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations, please contact us.

We thank all applicants. Only those selected for an interview will be contacted.