

**Title:** Financial Analyst (one-year contract)

**Department:** Finance and Accounting

**Location:** Toronto

Canadian Credit Union Association (CCUA) is the national trade association for the Canadian credit union industry. Canada's credit unions are vital competitors in the financial services industry. CCUA, as the national voice and national forum for Canada's credit unions, actively leads and participates in initiatives to build successful, competitive, and growing credit unions in Canada.

Reporting to the Director, Finance and Accounting, the Financial Analyst is a key member of a Finance team characterized by the pursuit of continuous improvement. In this role, you will be responsible for producing timely monthly financial statements and managing ancillary tasks to ensure reporting integrity. You will also produce KPI reports, perform variance analysis, and prepare journal entries and reconciliations.

**Key Responsibilities:**

- Prepare monthly financial statements and perform financial analysis as well as month-end, quarter-end and year-end closing procedures
- Prepare and/or review reconciliations of various balance sheet accounts as a control protocol
- Assist in preparing and providing documentation for the interim-audit and year-end audit
- Make recommendations for process improvements on an on-going basis as well as streamline processes
- Manage the accounting system (modifying or setting up new reports, overseeing updates)
- Apply accounting policies and procedures and ensure statutory requirements under IFRS are met
- Prepare and file quarterly HST tax returns including assisting with the Annual Corporate Tax Filing
- Prepare a monthly Management Reporting Package including KPI metrics reports, and conduct ad hoc financial analysis as required
- Assist in presenting monthly and year-to-date financials with accompanying analysis of results to business units
- Create and maintain various business evaluation models - pipeline reporting, Sales Flash, Customer 5 year spend and trend comparison, Segment analysis tool etc.
- Assist in the annual business plan development and budgeting process
- Maintain and provide ongoing financial modeling and analysis expertise to business partners
- Assist in developing / implementing /enhancing models to assess product and customer profitability



- Prepare monthly forecast and perform variance analysis

**Qualifications:**

- A Bachelor's degree in Accounting or Finance is required; 3-5 years financial accounting experience
  - Pursuit or near completion of CPA
  - Thorough understanding of IFRS
  - Must have strong MS Excel skills and computer skills
  - Strong organizational skills and attention to detail
  - Ability to multi-task
  - Excellent written and verbal communication skills
  - Strong work ethic with a positive, can-do attitude
  - Independent worker and analytical thinker
  - Strong interpersonal communication skills with the ability to work in a collaborative environment
  - Ability to problem solve and manage competing priorities
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**To apply, please send your resume and cover letter quoting in the subject line "Financial Analyst" to [mycareer@ccua.com](mailto:mycareer@ccua.com)**

*Canadian Credit Union Association is committed to employment equity and encourages applications from qualified candidates. Recruitment related accommodations for organizational positions will be provided upon request.*

*We thank all applicants in advance; however only those selected for an interview will be contacted.*

