



FINANCIAL ANALYST

Permanent, Full-time

ORGANIZATION BACKGROUND:

Villa Charities Inc. is a registered charity and non-profit organization that cultivates, promotes and celebrates the Italian-Canadian culture.

Villa Charities' Lawrence-Dufferin campus in Toronto is a major hub of the GTA's Italian community, with the Columbus Centre at its heart. Thousands of people of all ages visit and use the Centre daily for dance, visual arts, music and culinary programs; view art exhibits at the art gallery; participate in a wide range of athletic, aquatics and wellness programs at our Athletic Club; and enjoy fine Italian cuisine at Ristorante Boccaccio. The campus is also home to the Columbus Event Centre, which hosts and caters numerous weddings, family events, meetings and corporate gatherings. Service to Italian-Canadian seniors remains a core part of the organization's mission. In addition to our two long-term care facilities, Villa Colombo Toronto and Villa Colombo Vaughan, Villa Charities offers subsidized housing for independent seniors at our three apartment buildings, including Caboto Terrace, Casa Del Zotto and Casa Abruzzo. To learn more about Villa Charities, visit www.villacharities.com.

POSITION SUMMARY

Reporting to the Chief Financial Officer, the Financial Analyst, a key member of the finance team, is adaptable and proactive, has a strong willingness to learn and enjoys working in a fast-paced environment. You are responsible for the regular and ongoing monitoring and reporting of financial and statistical data, budgets and variance analysis to support informed financial decision-making for Villa Charities including its affiliates; Villa Colombo Toronto, Villa Colombo Vaughan, Italian Canadian Benevolent Seniors Apartment Corporation, Casa Abruzzo Benevolent Corporation, Villa Charities Foundation and Columbus Centre.

KEY RESPONSIBILITIES

- Work closely with the CFO to compile financial information and prepare reports required by the various Boards on a monthly, quarterly and annual basis
- Provide accurate, relevant and timely reporting and analysis in respect to monthly, quarterly and annual financial and management reporting requirements for Senior Management
- Contribute to continuous improvement of financial reporting processes and procedures with the aim of enhancing controls and simplifying the business processes
- Provide support to the organization's accounting activities, including revenue and expense variance analysis, accounts payable and general administrative duties
- Assist with the budgeting process
- Provide assistance with writing business cases and RFPs related to Community Services programs
- Provide support and advice to other Finance staff and other departments
- Assist or lead ad hoc projects such as accounting systems enhancements and updates of company fee models

WHAT DO YOU NEED TO SUCCEED

- A post-secondary degree or diploma in business or commerce
- Chartered Professional Accountant (CPA) designation
- Minimum 5 years of experience in an accounting and/or financial role
- Strong financial knowledge of Canadian GAAP and financial analysis techniques
- Knowledge of procedural controls and data validation techniques
- Advanced computer skills with extensive knowledge of Excel, Word, PowerPoint and other Microsoft and business applications/tools, including expert report modelling skills
- Ability to work independently, think analytically with the ability to conduct research, data analysis and resolve complex problems
- Self-motivated with the ability and flexibility to work independently in a fast-paced and high pressure environment and effectively handle last minute changes and meet tight deadlines
- Strong organizational skills with a keen attention to detail

- Confident personal presence with the ability to work and interact with all levels of staff, management and senior leadership
- Highly professional, with the ability to exercise discretion and tact with sensitive and confidential information
- Excellent interpersonal, communication (oral and written) and presentation skills
- Experience working for a charity/not-for profit organization considered an asset
- Experience working with volunteer Board of Directors considered an asset

COMPENSATION AND OTHER BENEFITS:

Villa Charities Inc. offers a competitive salary and a comprehensive benefits package including a free gym/health club membership (on-campus), and much more.

If you are interested in an opportunity to make a difference and a lasting impact, work with an agile, collaborative, progressive, and high-performing team; **please forward your resume and covering letter to:** Human Resources by email to: careers@villacharities.com

Application Deadline Date: Tuesday, April 23, 2019 at 4:00 p.m.

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

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities' policies, a request for accommodation will be accepted as part of Villa Charities' hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.