



# SBCI

School Boards' Co-operative Inc.

## Finance Analyst

### Organization:

For Ontario school boards that wish to improve efficiencies, decrease their costs, and mitigate the negative impacts of absenteeism, SBCI – a member-owned not-for-profit co-operative – provides expert actuarial, attendance, health and safety, and workers' compensation consulting services. Through our industry-leading knowledge and collaborative approach, we work to make schools safer, healthier, and more productive.

We are currently seeking a qualified candidate to fill a full-time permanent Finance Assistant role in our Finance Department.

This is a full-time permanent position, 5 days per week, 7 hours per day. Hybrid and remote work opportunities available.

### Position Summary:

Reporting to the Senior Manager of Finance, the Finance Analyst will be responsible for maintaining accurate documentation and record-keeping, ensuring the integrity of financial data across the organization. This role is pivotal in collaborating with the Senior Manager to identify and implement process efficiencies, standardize and streamline team responsibilities, and meet ongoing operational needs within the department. The Finance Analyst will also liaise with internal and external stakeholders—including department leaders, the Canada Revenue Agency (CRA), and others—to ensure that internal controls are optimally met, and regulatory requirements are fulfilled.

### Key Responsibilities:

- **Monthly Accounting Activities:** Perform invoicing, accounts payables, receivables, cash management, journal entries, statutory filings and booking transactions.
- **Financial Reporting:** Prepare accurate, timely, and complete financial reports, ensuring management has the information needed for informed decision-making.
- **Policy Development:** Develop and implement policies, procedures, and controls to maintain data integrity, accuracy, and compliance with internal financial and accounting standards.
- **Year-End Audits:** Assist with preparing year-end working papers and planning for audits, ensuring a smooth audit process.
- **ERP System Administration:** Act as the administrator for our internal accounting ERP system (e.g., Sage), ensuring efficient and effective usage.

- **Business Planning:** Support the development of the business plan and actively monitor progress towards goals.
- **Budget Management:** Collaborate with department leaders to manage and update budget templates, maintaining alignment with organizational financial objectives.

**Key Skills and Experience:**

- **Education:** Minimum post-secondary degree in Business Administration, Finance, or related field. A professional accounting designation (CPA preferred) is required.
- **Experience:** 3-5 years of experience in a financial accounting environment with a focus on financial reporting, analysis, and process controls.
- **Technical Skills:**
  - Proficiency in ERP systems, with experience using Sage 300 (or equivalent) considered an asset.
  - Strong proficiency in Microsoft Office, especially Excel (e.g., VLOOKUP, IF statements, Pivot tables).
  - Knowledge of Enterprise Risk Management (ERM) is beneficial.
- **Analytical Skills:** Ability to examine financial and legal documents to verify accuracy, ensure adherence to financial regulations, and apply acceptable financial principles.
- **Project Management:** Strong project management skills with the flexibility and willingness to learn various aspects of the organization.
- **Financial Expertise:** Proven ability to analyze transactions, accurately record journal entries, and take ownership of financial duties.
- **Attention to Detail:** High degree of accuracy and attention to detail is essential.
- **Communication and Interpersonal Skills:**
  - Strong written and verbal communication skills.
  - Ability to work autonomously and collaborate effectively with internal stakeholders.
  - High degree of discretion and confidentiality.
- **Language Skills:** Fluency in English is required; bilingualism (English/French) is an asset.

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to [careers@sbc.org](mailto:careers@sbc.org).

**This position will be open until filled.**

The annual salary range for this position is \$89,565-\$105,388.

**We offer our employees:**

- Competitive compensation and benefits package

- OMERS pension plan (matched by employer)
- An inclusive, team-oriented culture
- Team, group and organization-wide activities (virtual and in-person)
- Flexible hybrid work with home office/remote work opportunities available
- Reduced summer work hours
- Continued professional development opportunities and tuition assistance.
- Peer-to-peer Recognition Program
- Free onsite parking at the office
- Wellness programming
- Employee Assistance (and Family) Programs (EAP/EAFP)
- Physical activity tracker program and challenges
- Paid time off (Vacation, Sick, Personal days, and bereavement)

Aspects of the interview process will be completed virtually.

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process.