



Community Foundations of Canada is hiring – join our team!

Financial Analyst

Community Foundations of Canada (CFC) is a movement for community vitality, with a mission to build stronger communities by enhancing the philanthropic leadership of community foundations. CFC is the national network of Canada's 191 community foundations--local philanthropic organizations that help Canadians invest in building strong and resilient places to live, work, and play.

CFC is a small team of 18 staff that dreams big about community impact, with a supportive culture rooted in learning, collaboration, and a dedication to teamwork. The head office is in Ottawa, and the team works closely with the network of community foundations from coast to coast to coast. We offer full benefits (dental, medical, vision care, paramedical, life insurance), flexible work hours, generous leave entitlements, learning and development opportunities as well as ongoing professional development. We are also a family friendly, business casual workplace.

This is an outstanding opportunity for someone to join the CFC team as the Financial Analyst.

Who are we looking for?

We are looking for a self-starter with a can-do, roll-up-your-sleeves attitude who is not afraid to dive-in wherever necessary to get the job done. The right candidate will have a special mix of skills that combines a keen eye for detail, a warm and positive demeanor, significant autonomy, and a resilient and solutions-oriented attitude. That person will have strong interpersonal skills, patience, and will genuinely enjoy helping and working with people. As the Financial Analyst, you must have post-secondary education in Accounting and must be either working towards (or have completed) your CPA designation. You will need a minimum of 2-3 years experience. You must also have an advanced understanding of financial analysis, cash flows and possess the ability to help colleagues in a variety of roles with the budgeting process. Qualified candidates will possess advanced Excel skills and be exceptionally competent with QuickBooks.

Responsibilities

Working alongside the current CFC finance team, the Financial Analyst's responsibilities include but are not limited to:

Operations:

- Providing financial guidance and support to colleagues so they can make sound business decisions
- Ensuring financial records are accurate and up to date and preparing monthly reports in a timely fashion
- Keeping informed of legislative changes that might impact CFC's operational budget, and knowing when and how to action if required
- Maintaining a system for tracking capital assets, and preparing a depreciation schedule for these at year end
- Managing yearly audit process and liaising with auditors

Data and Analytics:



- Providing and interpreting financial information; monitoring and interpreting cash flows and predicting future trends; analyzing change and advising accordingly
- Translating community engagement information, conducting analyses and generating reports and other relevant documentation
- Managing organization of financial reports for external audiences
- Conducting data analysis and presenting it in an organized and clear way for key stakeholders

Other responsibilities:

As part of CFC's culture of collaboration, partnership, and support, the Financial Analyst will provide other logistical, engagement, communications, and support to CFC's projects and initiatives as needed.

We're keen to find a dynamic and motivated individual who has:

- At least 2-3 years of experience preferably with some previous supervisory experience within a non-profit environment
- Excellent organizational skills and strong attention to detail
- Strong ability to plan and manage multiple projects simultaneously in a fast-paced environment
- An eye for accuracy and quality assurance
- Ability to engage with colleagues in a sensitive, respectful and confidential manner about all issues and questions relating to financial matters
- A keen sense of discretion especially when handling confidential conversations and other sensitive information
- Comfort with computer-based solutions and knowledge of MS Office, Gmail, Google Drive
- Exceptional skills in QuickBooks and Excel
- Excellent written and verbal communication skills
- Ability to work independently and also be a team player

The Specs

This position is a permanent full-time position, and is located in Ottawa at our downtown office.

How to Apply

Email a detailed cover letter explaining why you think you are a fit for this role along with your résumé to linglis@communityfoundations.ca. Please list Financial Analyst in the subject line. The deadline for applications is February 16th at 5:00pm EST, although applications will be evaluated on a rolling basis so please apply early.