



PUBLIC POLICY FORUM
FORUM DES POLITIQUES PUBLIQUES

JOB DESCRIPTION

Position Title: Financial Analyst

Term: Full-Time

Reports to: Director of Finance

Apply to: Maria Georgescu, Director of Finance, mgeorgescu@ppforum.ca

CANDIDATE PROFILE

The Public Policy Forum (PPF) is seeking an experienced Financial Analyst to join our growing finance and administration team. The successful candidate will report directly to the Director of Finance and is responsible all aspects of project accounting and reporting.

THE ORGANIZATION

PPF is a 33-year-old charity that works with all levels of government and the public service, the private sector, labour, post-secondary institutions, NGOs and Indigenous groups to improve policy outcomes for Canadians. As a non-partisan, member-based organization, we work from “inclusion to conclusion,” by convening discussions of emerging and established thinkers, doers and deciders on fundamental policy issues and by identifying fresh policy options and paths forward. The Public Policy Forum researches and convenes around topical public policy challenges and celebrates great policy contributions at our testimonial dinners.

DUTIES & RESPONSIBILITIES

The Financial Analyst will be responsible for all aspects of project accounting and reporting, including project budgets, forecasts, variance analysis and financial reports. The Financial Analyst will work with the Director of Finance to investigate and implement a new accounting system and project management/ dashboards.

BUDGETING & FORECASTING

- Works with various members of the PPF team (Policy, Communications, Events, Learning and Fundraising) to cost out projects and events; develops detailed project budgets; determines fundraising and margin requirements and ensures project profitability
- Amalgamates project and event budgets to feed into monthly corporate reporting and the annual corporate budget
- Creates monthly project actual v. forecast and actual v. budget reports
- Tracks labour (hours) against actual and reports variances to project and event managers

PROJECT & MANAGEMENT ACCOUNTING

- Calculates deferred and accrued revenues based on percent of completion method and progresses revenues accordingly; records journal entries in the accounting system
- Records bi-weekly labour allocations in the accounting system
- Develops pricing strategies for events and projects (ticket prices, funding requirements, sales mixes) to ensure project/event profitability
- Creates and maintains project codes and budgets in the accounting and timesheet systems

INTERNAL REPORTING & ANALYSIS

- Prepares monthly project financial statements, analyses budget vs. actual variances, prepares revenue & expense forecasts and calculates and analyzes staff utilization rates
- Monitors project progression and provides management with project insights
- Highlights areas of concern and recommends corrective actions
- Calculates and updates billable, overhead and internal rates; updates budget templates and timesheet system with new rates
- Proactively monitors and follows up outstanding receivables and unbilled project expenses on a regular basis;
- Creates all project related invoices ensuring appropriate application of GST/HST; and liaises with partner/governmental financial representatives as required
- Develops claim tracking methods for projects with multiple funders
- Suggests relevant KPIs for projects and develops a system to evaluate, monitor and report them to management
- Maintains complete project records, including contracts, LOAs, amendments, signed budgets, and other relevant records; ensures project closure documentation is complete and closes project accounts in the financial/timesheet systems
- Works closely with the Director of Finance to automate and digitize the project lifecycle, working towards a paperless environment
- Assists the Director of Finance in the creation of quarterly Finance Committee reports, ad-hoc reports/analysis, and preparation of annual Charity Return (T3010)
- Assists the Director of Finance and the Payroll & Accounting Administrator with full-cycle accounting, as required.

EXTERNAL REPORTING

- Compiles information, creates financial reports and submits claims for funders and government contribution agreements
- Prepares government cash flow statements and donation receipts
- Compiles information and creates financial reports for external auditors (year-end audit, contribution audits, etc.)
- Tracks contributions, donations, grants and in-kind contributions
- Tracks funding as per T3010 reporting requirements

ADMINISTRATION

- Assists the Director of Finance with administrative duties including human resources, policy development, risk management, contracting, and other administrative duties as assigned.

EDUCATION & EXPERIENCE

- Minimum 3-5 years' experience in a similar role with significant experience in project and management accounting;
- A bachelor's degree or college diploma in accounting is required;
- Must have project accounting experience;
- A professional accounting designation (CPA, CA/CMA/CGA) is desired, but not required;
- Must have advanced Excel skills (pivot tables, vlookups, etc.);
- Must be proficient with financial systems, processes and technology (Sage, MS Dynamics, and other project management software);
- Experience with Canadian Charity reporting and tax requirements;
- Experience and knowledge of government legislation regarding accounting and contribution agreements is highly desired;
- Knowledge of generally accepted accounting principles.
- Experience with human resources is an asset

KEY COMPETENCIES

- High level of integrity and excellent work ethic
- Independent, reliable, and proactive self-starter
- Meticulous attention to detail and analytical skills
- Solution oriented
- Collaborative team player
- Ability to prioritize tasks with conflicting deadlines
- Ability to respond quickly in a dynamic and changing environment

WORKING CONDITIONS

- Additional hours may be required during peak times or to meet deadlines.

Apply to: Maria Georgescu, Director of Finance, mgeorgescu@ppforum.ca