

BUSINESS ANALYST - FINANCE

Department	Governance and Strategy
Position Summary	As part of the Governance and Strategy Department, and under the general leadership of the Manager of Finance and Operations, this position plays a key role in delivering timely and high-quality accounting and reporting services, and in streamlining centralized business functions within APEGS. Working in consultation with all departments across APEGS, the position supports managers, the senior leadership team, Council (the Board) and the Audit and Finance Committee by producing complete and accurate financial information to enable prudent planning and decision-making. The position is also an integral participant in business transformation initiatives focused on streamlining and modernizing the following processes and systems: accounting, reporting, budgeting and financial management, records management, internal controls, procurement, and contract administration.

Key Accountabilities

Accounting and Reporting

- Prepares monthly/quarterly financial statements; accounts receivable, accounts payable, and, in consultation with Manager of Finance and Operations, completes account reconciliations and associated working papers
- Integral team member of the annual audit process and preparation of year-end financial reporting for regulatory and government entities
- Prepares quarterly synopsis of the financial statements and projections for review and may also present quarterly reporting results to the management and senior leadership teams
- Assists in preparing financial presentations, including trends and forecasts, for Council meetings, Audit and Finance Committee meetings, and the Annual General Meeting
- With a mind towards continuous improvement, identifies opportunities and initiates action to improve accounting and reporting workflows
- Recommends annual budget guidelines and assumptions. Prepares draft budget and supporting commentary with support from the Manager of Finance and Operations, and in consultation with the management team.
- Applies business and financial acumen to provide analytical advice, guidance, information, and support to departments and/or project teams
- Helps develop and review business plans and provides financial recommendations and input
- Builds and maintains effective working relationships across all departments of APEGS and with key external stakeholders
- Develops or tailors ad hoc reports to meet specific needs of Council, committees, leadership, or required corporate reporting for regulatory compliance purposes
- Prepares the annual tax return for review and approval
- Administers and guides others in administering payroll and benefits
- Complies with privacy policies and all applicable privacy legislation when carrying out all job duties and functions, reporting any known or suspected breaches of privacy immediately

Process Improvement

- Works in close consultation with the IT Department and project teams on business and digital transformation of business processes.
- As a key contributor to the business and digital transformation strategies underway at APEGS:
 - Assists in evaluating current state accounting processes, identifying business needs, and formulating modernized solutions
 - Identifies risks associated with change and transition to accounting, payroll and financial management systems and internal controls
 - Assists in creating transition plans and implements modernized business processes that fall within the Governance and Strategy Department
- Educates other departments on new or enhanced accounting, budgeting and reporting processes, shares information of upcoming initiatives that have an impact on other functions, and seeks and collects feedback for consideration on implementation plans
- Projects currently identified for review and enhancement include, but may not be limited to:
 - Conducting a current state audit of corporate contracts and develop recommendations to enhance contract management practices
 - Developing a system for streamlined, automated, and safekeeping of financial records
 - Developing business requirements aimed at modernizing current accounting and centralized operations
 - Participating in the development of a records management framework, including policies for record retention and guidelines for application across the organization

Qualifications

Education and Experience

- A minimum of 5 years progressive accounting experience
- Completion of a post-secondary diploma in accounting or undergraduate degree in business or accounting
- Chartered Professional Accountant's (CPA) designation, or enrolled in and working towards the designation

Knowledge, Skills, and Abilities

- Highly proficient in MS Office with advanced skills in Excel, and strong working knowledge of Word, Outlook, Teams, and Sharepoint
- Experience working with Microsoft PowerBI is highly desirable
- Skilled in working in and with databases and creating ad hoc reports
- Demonstrate a collaborative approach when solving problems or making decisions that impact others.
- Demonstrate a high level of self-awareness by planning and applying strategies that take others into account when making recommendations and implementing changes
- Proven ability to educate and help others adapt to new business processes
- Skilled at contributing positively to the team through effective communication and ability to develop constructive working relationships
- Excellent organizational and analytical skills, with precise attention to detail

- A track of record of commitment to professional ethics, integrity and confidentiality
- Skilled and knowledgeable in application of Canadian Generally Accepted Accounting Principles (GAAP) as a general matter of practice; solid knowledge of CRA guides and rules and skilled at determining when to proactively seek specific guidance from CRA
- Highly organized and effectively able to prioritize work
- Ability to deal with confidential matters and act with the highest standard of integrity in order not to compromise personal information
- Demonstrated ability to read, write, and speak English fluently