



JOB POSTING

POSTING #: 2025-02

Position Title: Financial Analyst (Mat Leave Contract)

SALARY: \$72,801 - \$84,240

THE OPPORTUNITY

Join one of the [Top 10 Canadian Youth Impact Charities of 2022](#) today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.

Learn more about Eva's Initiatives and the work that we do.

[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

ROLE OVERVIEW

The Financial Analyst will serve as the project manager for government, foundation, and corporate grants and expenditures across the organization, ensuring compliance with grant guidelines. The role includes ensuring accurate and timely revenue reconciliations, assisting senior directors in reviewing complex funding agreements and budgets, and managing month-end closing procedures. The Financial Analyst will also support the Director of Finance in variance analysis and forecasting, and the external audit process. Additional responsibilities include overseeing insurance processes, banking relationships, and participating in accounting policy decisions.

This position will report to the Director of Finance.

RESPONSIBILITIES

Expense Monitoring Reporting and Analysis

- Verify that expenses align with approved budgets and funding guidelines.
- Ensure that all reports are accurate and submitted on time.
- Analyze spending patterns to identify areas for cost-saving opportunities.
- Provide insights and recommendations to improve financial efficiency.
- Ensure that all supporting documentation is complete and accurate.

Expense Forecasting

- Work with department heads to forecast future expenses.
- Adjust financial plans based on these forecasts.

Reconcile Accounts

- Prepare the reconciliation of accounts receivable, deferred revenues, and other selected General Ledger accounts related to government funding and review monthly revenue recognition corresponding with expenditures.
- Address any inconsistencies or errors in a timely manner.
- Ensure accurate and timely revenue reconciliations.

Budget Compliance

- Ensure all expenditures comply with the organization's budgetary constraints.
- Flag any discrepancies or potential budget overruns for immediate attention.
- Prepare budget submissions for government and foundation contracts.

Monthly and Quarterly Reviews

- Support the Director of Finance in monthly variance analysis and forecasting.
- Conduct monthly and quarterly reviews of expenses.
- Prepare summary reports for senior management and stakeholders.
- Manage month-end preparation and closing procedures, including balance sheet reconciliations and accruals, in an accurate and timely manner.

Vendor Management

- Oversee payments to vendors and contractors.
- Oversee insurance processes and procedures
- Oversee banking relationships and maintain accurate approval processes.
- Negotiate terms and manage relationships to ensure favorable conditions for the organization.

Audit Preparation

- Prepare documentation and provide support during internal and external audits.
- Address any audit findings related to expenses promptly.
- Support the external audit process by preparing audit documentation and analysis, and providing professional explanations to auditors' inquiries regarding controls and revenues and expenses testing

Collaboration and Cross-Departmental Meetings

- Schedule and organize regular meetings with representatives from various departments to discuss ongoing projects, budgets, and expenses.
- Meet with Senior Directors monthly to understand plans to budget and forecasted spending
- Prepare agendas and ensure clear objectives for each meeting.
- Work with the Resource Development team to find alignment between grants and ongoing operational expenses.
- Partner with the development team to gather necessary financial data for grant applications.
- Ensure accuracy and compliance with grant requirements.

- Collaborate with program managers to evaluate the financial performance of various programs.
- Provide data and analysis to help assess program effectiveness and sustainability.
- Participate in decisions relating to accounting policy changes, enhancements to accounting systems and modifications to Eva's policies.

Continuous Improvement

- Stay updated on best practices in expense management.
- Implement new strategies and technologies to improve processes.

Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance or Business or equivalent experience
- Minimum five years of accounting work experience
- Understanding of the entire accounting process, from data-entry, to completing Financial Statements
- Professional designation such as CPA or enrolled in an advanced stage of completing the program or equivalent work experience is an asset
- Knowledge of Canadian Accounting Standards for Not-for-Profit Organizations is an asset
- Experience in preparing reporting for government funding is an asset
- Must possess strong computer skills (Advanced Excel, Word, computerized accounting package)
- Strong analytical skills and attentive to details
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with members, staff and volunteers
- Excellent written, oral communication and problem-solving skills
- Excellent understanding of diversity, inclusion and equity including the ability to identify and address barriers, work effectively with diverse stakeholders, and integrate equity into program design
- Certifications: Toronto Shelter Standards (TSS) and First Aid/CPR

APPLY

Submit a cover letter and resume in one PDF document to careers@evas.ca by **March 5, 2025**. Be sure to indicate **2025-02 Financial Analyst** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

LOOKING TO LEARN AND GROW WITH US?

Check out other all our employment opportunities on our website at

<https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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