

Brentwood Recovery Home

POSITION DESCRIPTION

JOB TITLE: Financial Analyst

DATE PREPARED: October 5th, 2021

DEPARTMENT: Administration

REPORTS TO: Executive Director

Brentwood Recovery Home is a Ministry of Health and donor funded organization.

Mission Statement: As an integral part of the addiction and mental health continuum, Brentwood provides lifelong, compassionate and evidence-informed treatment to people whose primary goal is lifelong recovery from alcohol & drug misuse. Additionally, we provide on-going, community based support for family members.

Values: Fellowship, Accountability, Teamwork, Honesty, Excellence, Respect

POSITION SUMMARY

Reporting to the Executive Director, the Financial Analyst is an effective leader and member of the administrative team and a key contributor to the financial health of the organization. This position will fulfill the traditional stewardship responsibilities related to governance, compliance and control, business ethics and will be involved in ensuring that finances are a key enabler of the Strategic Plan. Key

ORGANIZATIONAL DUTIES

In addition to the key responsibilities and duties identified specifically for this position, organizational key responsibilities and duties include:

- Demonstration of Brentwood's mission and values
- Professionalism in all interactions with internal and external stakeholders, clients, families, and alumni
- Demonstration of unwavering adherence to confidentiality and privacy
- Performs responsibly at all times
 - Fiscal
 - Reputational
 - Ethical
 - Legal
- Compliance with all organizational policies and procedures and all legislative requirements including Occupational Health and Safety, PHIPPA
- Ongoing commitment to professional development and continuing education

MAJOR DUTIES

- Prepare and provide financial reports and analysis to the Board of Directors and the Senior Leadership Team (monthly, quarterly, and annually)
- Assist the Executive Director and Senior Leadership with the preparation of annual balanced budgets and Ministry CAPs Report
- Prepare and submit all financial reports required by the Ministry of Health and those required by the Ministry of Finance specific to ministry funding and Fundraising activities
- Responsible for oversight and balancing of general ledger accounts, oversight of accounts receivable & payable
- Must be proficient in the operation of computers, Windows Office Suite and Simply accounting
- Assists the Executive Director in ensuring financial control infrastructure for the organization its associated Foundation
- Oversight management and reporting of licensed gaming activities
- Ensuring legislative compliance related to all financial Foundation fundraising activities
- System maintenance (yearend close procedures and preparing systems for next fiscal year)
- Collaborates with the Executive Director and Board of Directors to ensure that financial health is a key enabler of strategic and operational goals of Brentwood
- Coach and support Senior Leadership Team colleagues on financial management of departmental budgets and monthly financial reports management
- Collaborates with the Board appointed Auditors to complete the Annual Financial Statements and Ministry Reporting
- Other duties as assigned

Brentwood Recovery Home

POSITION POSTING

JOB TITLE: Financial Analyst

DATE PREPARED: October 5th, 2021

DEPARTMENT: Administration

POSTING NUMBER: 20-2021

REPORTS TO: Executive Director

We are seeking a Financial Analyst to join our team. Working in collaboration with the Executive Director, the Senior Leadership Team and the Board of Directors, this position will fulfill responsibilities related to financial compliance and control.

Financial Analyst Duties and Responsibilities

See attached "Job Description – "Financial Analyst".

Financial Analyst Requirements and Qualifications

- Business degree/diploma or 5+ years Finance and accounting experience
- Experience with Not-for-Profit accounting
- Experience with Accounting Software Program Simply Accounting or similar product
- Extremely experienced with Excel and other MS office products
- Experience with Ministry of Health OHRs/MIS and SRI reporting or other similar provincial government reporting systems
- Experience working with a fundraising Foundation; expertise related to relevant legislative requirements
- Strong organizational skills and the ability to work well under pressure
- Excellent communication skills (verbal and written)
- Exceptional attention to detail
- Other duties as may reasonably be assigned
- Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment.

Compensation and Schedule

Starting salary and benefit package to be based upon the successful applicant's experience and qualifications.

How to Apply

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email only to: jlavin@brentwoodrecovery.com on or before 3pm on October 15th, 2021.

Please mark in the subject line "Posting # 20-2021"

Only the selected candidates will receive a response.

Thank you for your interest.

Brentwood Recovery Home is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.