

FINANCE AND DATA ANALYST – TEMPORARY FULL-TIME CONTRACT RELEASED MAY 19, 2022

The Alzheimer Society of York Region (AS York) is a leader in helping to improve the quality of life for people diagnosed with Alzheimer's disease and other forms of dementia. We provide supportive counselling and education opportunities to individuals and families living with dementia. AS York also provides respite to caregivers and social activities for persons diagnosed with cognitive impairment through its three dementia-specific adult day program. A non-profit, community-based organization, AS York offers programs and services across the Region of York.

Reporting to the Director of Finance & Support Services, the Finance and Data Team Lead is responsible for ensuring timely and accurately preparation of financial reporting, including payroll, assisting with the management of overall financial operations, including preparing reports, and providing services related to the collection, input, quality and report generation of data supporting all AS York Streams/Departments. The position also maintains existing systems by monitoring them, responding to problems and performing preventive maintenance. The position supervises the Financial and Administrative Assistants.

Key priorities:

- Prepare routine monthly financial statements and post transactions as needed
- Produce quarterly and year-end Ministry/LHIN/OHT reports/submissions for Director's review
- Assist Director with annual budget preparation and periodic M-SAA (Ministry/LHIN OHT) budget revisions
- Support Director in annual audit process
- Respond to financial and statistical information requests from other streams (departments)
- Review, reconcile, and post inward/outward banking transactions
- Prepare bank and Other account reconciliations for Director approval
- Manage IT Assets including User account management and user level configuration, training for new employee on IT, finance and privacy functions and participate in any projects as assigned by Director

Qualifications:

- University/college degree in Accounting, Business, or Finance is preferred
- Minimum of 3-5 years relevant experience required in not-for profit sector
- Advanced proficiency in Microsoft Office applications, Quickbooks, and database management such as Goldcare, plus query and report building.
- High level of accuracy and attention to detail
- Demonstrated organizational and time management skills and ability to meet deadlines
- Ability to maintain a high level of confidentiality in all interactions
- Ability to work independently, be flexible and be a team member
- Excellent oral and written communication skills
- Demonstrated ability to develop and maintain relationships with colleagues, board, leadership volunteers, donors and partners, and to exercise diplomacy
- Clear Police Vulnerable Sector Check, and proof of full COVID—19 vaccination.

Assets:

- Knowledge of Alzheimer's disease and other dementias
- Valid driver's license and access to a reliable vehicle

Qualified applicants are invited to submit a cover letter and resume, stating salary expectations, [by June 15, 2022 to careers@alzheimer-york.com](mailto:careers@alzheimer-york.com), with **Finance and Data Team Lead in the subject line**. **Applications will be reviewed as they are received and therefore early submission is encouraged.** We thank all candidates for their interest, however, only candidates invited for an interview will be contacted. AS York is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse population we serve. If you require accommodation in order to participate in the recruitment process, please contact us at 905-726-3477. Accommodation will be provided in accordance with Ontario's Human Rights Code.

Note: As a result of the COVID-19 pandemic and the need to strengthen and promote health protection to clients, staff, volunteers, students, contractors, and members of the public attending the Alzheimer Society of York Region ("AS York"), prior to the first day of employment with AS York, all successful candidates are required to provide proof of COVID-19 vaccination (full vaccination is required) from the Ontario Ministry of Health website or other authorized source. An individual is fully vaccinated if they have provided proof of vaccination in the form of a receipt from COVaxON (the Ministry's provincial system for COVID-19 vaccination information) and 14 days have elapsed from the final dose. In the event that you are unable to be vaccinated as a result of a ground protected under the Human Rights Code, you may submit a written explanation of the ground and any supporting documentation for AS York to determine if you are exempt from this requirement.