



Position: Financial Analyst
Reports To: Associate Director, Financial Planning, Reporting & Analysis
Contract Type: Fixed Term, Full Time (6mo term)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, analytical & results-driven individual for the position of Financial Analyst. We are proudly recognized as one of BC's Top Employers for 2022. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying for the position.

Job Summary

Reporting to the Associate Director, Financial Planning, Reporting & Analysis, the Financial Analyst helps facilitate the organization's business decision making and planning towards the achievement of its overall budget and strategic plan by providing timely, relevant and accurate reporting an analysis of each business unit's performance against historical, budgeted and forecasted results.

Key Responsibilities:

Monthly Financial Statements Preparation

- Review, analyze and monitor actual financial results by comparing against the budget and/or forecast to identify items that are not recorded properly and are complete before the month-end closes;
- Prepares month-end journal entries to assist in month-end process;
- Works closely with Accounting Operations to provide guidance in the proper recording of revenue receipts, expenses and accruals and to ensure compliance with accounting procedures;

Monthly Financial Analysis

- Review and analyze monthly financial results; identify and investigate issues and variances;
- Conduct regularly monthly meetings with various levels of management (budget officers includes Managers, Directors, VP, and Executives) to review, discuss, explain and provide guidance in respect to major variances to the budget and/or forecast, and the activity drivers underlying these variances;
- Review and discuss historical financial results, projected future performance and any departments' concerns or inquiries;
- Summarize and report on the findings by providing variance explanations on a regular basis by assisting in preparing Quarterly Operational report and Annual report;

Annual Budget and Quarterly Forecast Preparation

- Review, analyze and interpret business departments' assumptions for reasonableness and completeness;
- Perform variance analysis and insights to annual budget and forecast and be able to identify and explain key drivers.
- Provide analytical and technical support to budget officers in completing their annual budget and quarterly forecasts;

Reports Maintenance and Ad Hoc Projects

- Create, streamline and maintain financial reports as required;
- Ad hoc financial modeling and analysis for various initiatives;
- Review and recommend efficiencies/improvement of department processes, forms/templates, financial working paper to ensure effective and accurate data presentation;
- Conduct studies of proposed changes in methods and/or material through research and comparative analyses of past and expected future performance;
- And other duties and responsibilities as assigned.



Key Requirements:

- Completion of a bachelor's degree in a relevant discipline (Accounting is preferred);
- Chartered Professional Accountant (CPA) designation would be an asset;
- Three (3) to five (5) years of Financial Analysis or equivalent experience required;
- Strong analytical and problem solving skills;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational and time management skills;
- Advanced analytical, critical thinking and research skills with the ability to problem solve.

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca . This posting will remain open until filled.

We thank all candidates who respond; however, only those selected for an interview will be contacted.

Why join our team? CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 38,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a BC Top Employer award for 2020, 2021 and 2022.