



## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 43,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying, and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Vision:** Leading family medicine. Improving lives.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

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<b>Position Title:</b>	Financial Analyst
<b>Vacancy#:</b>	2024-33
<b>Department:</b>	Finance and Asset Management
<b>Division:</b>	Corporate Services
<b>Reports to:</b>	Director, Finance and Asset Management
<b>Classification:</b>	No-Management
<b>Status:</b>	Permanent Full Time
<b>Job Family:</b>	Professional/ Knowledge Worker
<b>Full Time Equivalent:</b>	1.0
<b>Salary Range:</b>	Min.\$ 82,423.44 Mid.\$103,029.36 Max.\$123,635.04

### Summary

The Financial Analyst conducts comprehensive analysis to ensure the accuracy and reliability of financial data. This includes detailed examination of the general ledger and preparation of financial reports in alignment with the approved budget. The Financial Analyst also performs investments analysis to evaluate potential opportunities and risks, contributing to strategic financial decisions. Furthermore, the analyst ensures that both internal and external financial statements adhere to applicable policies and standards.

## Main responsibilities include but are not limited to:

- **Essential Duties**
  - **Month/Quarter/Annual Financial Reporting and Analysis**
    - Prepare and support the coordination, management and review of all month-end and year-end management reports and financial statements, including efforts with the Finance team in building and delivering on-time sensitive periodic and full year financial reporting.
    - Record long-term and short-term investments and related interest and reconcile with the investment report to ensure accuracy and completeness.
  - **Financial Analysis**
    - Assist in the analysis of financial reporting, operating results and business issues relating to the business unit by exploring “what-if” scenarios, identifying key areas of strength and weakness, and recommending measures of improvement.
    - Prepare, analyze, and monitor financial forecasts and related variances.
    - Monitor performance against budget and prepare/report on variance analysis of budgets to actuals.
    - Assist in developing and managing the preparation of management financial information that assists management in evaluating performance, planning, trend analysis, and future initiatives, including the coordination and review of the annual planning and forecasting processes.
  - **Cash Flow Analysis and Management**
    - Ensure adequate liquidity through preparation of cash flow report (s) and assist Financial Analytics Specialist in monitoring and analyzing cash inflow and outflow, as needed.
    - Deposits incoming cheques in the bank, including verifying and reconciling with deposits slips.
    - Prepare bank reconciliations and resolve any discrepancies.
    - Prepare bank transfers for submission to Director, Finance and Asset Management (FAM) or Manager of Finance and Administration (F&A), for processing, as needed.
  - **Capital Management, Account Analysis, and Reconciliations**
    - Create and maintain the capital expenditure worksheets, fixed assets register, and amortization schedule.
    - Prepare monthly account analysis and reconciliations.
    - Review general ledger coding for receipts and payments to ensure compliance with the approved operating budget.
  - **Audit and Statutory Reporting/Compliance**
    - Assist in the successful completion of internal and external audit, including completion of audit working papers.
    - Reconcile/prepare year-end T4A statements for the College of Family Physicians of Canada (CFPC), the Foundation for the Advancement of Family Medicine (FAFM) programs, including updating T4A database with confidential tax information (e.g., SIN numbers) as required.
    - Assist in preparation of backup data and working papers for statutory filings, returns and reports.

- **Related Duties**

- Ensure effective and professional communications with all internal/external contacts.
- Develop and maintain collaborative relationships at all levels of the organization.
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation.
- Work in accordance with all health and safety requirements.
- Demonstrate behaviours aligned with the CFPC Values.
- Demonstrate competencies aligned with the CFPC Competency Framework.
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC.
- Participate on special projects as required.
- Participate on internal staff committees or working groups as required.
- Assist with the onboarding of new team members as required.
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training, as required.

### Requirements

- Bachelor's degree in accounting, business or finance.
- Professional Accounting or financial designation such as CPA or Equivalent
- 3 years of relevant experience in financial analysis and reporting, planning/forecasting process and tools and ERP exposure (Dynamics GP or similar).
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
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- Advanced knowledge of generally accepted accounting principles
- Advanced analytical, interpersonal, customer service, accuracy, critical thinking skills, with great attention to detail, while maintaining confidentiality.
- Advanced ability to learn new applications, to be a team player, to work in established timelines, to work independently and to organize and prioritize workload in a complex and dynamic environment.
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change.

### Working Conditions

- No physical demand for this position.

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

**There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC).**

**If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2024-33 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by November 2<sup>1st</sup>, 2024.**

*The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.*

*We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted. Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).*