



### **Job description**

Copernicus Lodge is a healthcare organization that provides for a continuum of care to primarily polish seniors. We are located in the heart of Roncesvalles Village just west of downtown Toronto. We have 200 seniors' apartments with a Supportive Housing program, 228 Long Term Care beds and an Adult Day Program. We are looking for a full time Junior Financial Analyst.

Reporting to the Financial Analyst/Director of Finance & Administration (DOFA), the Junior Financial Analyst is primarily responsible for performing a variety of accounting duties and preparing mandatory reports, including but not limited to balance sheet reconciliations, assisting with monthly reporting to stakeholders. The Junior Financial Analyst will interact closely with various internal and external stakeholders and is responsible for the assisting with the regular maintenance and upkeep of both our manual and computerized systems and processes, and general accounting and finance tasks as required by the Financial Analyst/DOFA/Payroll Administrator. The Junior Financial Analyst will also assist the Payroll Supervisor and serve as backup for the A/P-A/R Accountant.

### **Responsibilities**

- Performs balance sheet reconciliations and assist with the bank reconciliation.
- Makes journal entries as required and instructed.
- Runs regular monthly, quarterly, annual, and ad hoc accounting/finance reports.
- Assist with yearend audit.
- Provide support for the Payroll Administer on a daily basis and be responsible for payroll in the Payroll Administrator's absence.
- Provide backup for the A/P – A/R Accountant during holidays or sickness or as required
- Maintain regular contact with external stakeholders including vendors and auditors to ensure any potential issues are resolved in a timely and effective manner.
- Assists DOFA and Financial Analyst with government reporting and budget cycle, including capital planning.
- Completes ad hoc analysis and reporting as required, and assist with the preparation of financial statements.
- Participates in special projects such as system upgrades and/or changes.
- Must be flexible to work off-hours when required to accommodate a 24/7 business, including afternoons, nights and weekends.

### **Qualifications**

- University degree in Accounting, Business Administration or equivalent.
- Working towards a Professional designation (CPA) Chartered Professional Accountant.
- Solid knowledge and experience in accounting and financial reporting procedures.
- Strong technical skills in financial and accounting areas of practice, including GAAP.
- Excellent computer proficiency, including excellent skills in computerized accounting systems, preferably Great Plains Dynamics, as well as Microsoft Office.
- Advanced to expert Excel knowledge and experience.

- Ability to multi-task effectively and work in a 'hands-on' accounting environment, with a proven ability to meet deadlines.
- Demonstrated excellent interpersonal skills Strong analytical, critical thinking, problem solving and organizational skills with a keen attention to detail is essential.
- Self starter, with the ability to work independently and as part of a team
- Good judgment skills and must have the ability to maintain a position of trust and confidentiality.
- 1-2 years experience in a related role in long term care/healthcare or a charity/non-profit organization is required.
- Strong oral and written communication skills in English. Ability to speak and/or understand Polish is an asset.
- Payroll Compliance Practitioner (PCP) Certification or working towards would be considered an asset.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code, Copernicus Lodge will consider and provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Copernicus Lodge of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All information collected will be protected under applicable privacy requirements.

We thank all applicants who apply, however only those selected for an interview will be contacted.

Please submit a cover letter and resume outlining how you meet the qualifications for this position to [\*\*resumes@copernicuslodge.com\*\*](mailto:resumes@copernicuslodge.com)

Job Type: Full-time, Permanent