



Finance Operations Analyst

2 Full-Time Regular positions each at 1.0 FTE (35 hours/week)

Parkdale Queen West Community Health Centre (PQWCHC) is a dynamic, community-based health care organization serving mid-west downtown Toronto. Offering a broad range of services, including primary health care, dental care, harm reduction, health promotion, counselling, and community development programming, we are also committed to serving people who face barriers to health care, and we strive to reduce these barriers. PQWCHC is a multi-sited organization.

How We Work With Each Other At PQWCHC one of our key values is to remove barriers for our clients, in the finance organization we aim to accomplish this with our internal clients. This means ensuring we understand the goal and operations of the programs that we support. We do this by valuing and respecting people and communicating collaboratively to build supportive relationships. We nurture diverse skills and experiences and welcome alternate perspectives.

General Responsibilities: The finance operations analyst will be responsible for processing vendor invoices and payments in accordance with terms and PQWCHC policies and procedures. As part of support accounts payables transactions, the Analyst will respond to related vendors payable issues. The financial operations analyst will complete journal entry transaction for accounts receivable and will provide some support for donations. The role has accountability for petty cash reconciliation, disbursements and periodic auditing of the petty cash procedure in accordance with policy.

Reporting Manager: Director, Finance and Operations

Experience and Qualifications:

1. College diploma in accounting or business and/or equivalent experience.
2. 2-3 years relevant experience working in finance operations.
3. Proficiency with QuickBooks or other accounting software.
4. Proficiency with Excel and other MS Office products.
5. Good oral and written communication skills.
6. Understanding of general accepted accounting principles and accounting standards for not-for-profit organizations.
7. Experience working in a community health centre, healthcare, or non-profit sector an asset.
8. Excellent organization skills effectively manage competing priorities and deadlines.
9. Excellent attention to detail
10. Strong analytical, interpretive, and problem-solving skills. Applies accounting knowledge to determine how accounting problems and errors should be corrected.

Compensation: \$50,366 to \$65,016 per annum, plus Group Benefits and HOOPP (Health Care of Ontario Pension Plan)

If you are interested in joining a creative and dedicated team, we want to hear from you! Please send your resume and cover letter **in a single document** (MS Word or PDF format only) to hirings@pqwchc.ca, quoting "**Finance Operations Analyst**" in the subject line. Please submit application by: **June 9, 2023**. We truly appreciate your interest; however, only those candidates selected for an interview will be contacted.

Please also note that the successful candidate will be required to provide a police vulnerable sector check as a condition of employment, however strong consideration is made to the type of offense. Employment is conditional upon having had a full series of COVID-19 vaccinations (2 doses, plus a booster within the past 6-12 months) 14 days before starting employment.

PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we encourage applicants who reflect Toronto's indigenous, LGBTQ2, racial, and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.