



Finance Operations Analyst

1 Full-Time Regular position 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 providing complete back up and extra support for the Accounts Payable and Payroll Specialist roles; including but not limited to, Expense and Payment Management, Accounts Payable, Payroll, Petty Cash, Credit Card Reconciliations Accounts Receivables, Bank Reconciliation, Budgeting for internal and external stakeholders, and support with annual audit preparations

Reporting Manager: Manager, Finance

Experience and Qualifications:

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

Compensation: \$53,449 to \$68,996 per annum, plus Group Benefits and HOOPP (Health Care of Ontario Pension Plan)

If you are interested in joining in a creative and dedicated team to, we want to hear from you! Applicants, please send your resume and cover letter **in a single document** (MS Word or PDF format only). Please apply using the form at the bottom of the PQWCHC employment page: <https://pqwchc.org/contact/employment/>

Job ID: 2024-076

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) 14 days before starting employment.