

WORKPLACE SAFETY AND PREVENTION SERVICES

JOB TITLE: Financial and Project Analyst
POSITION OPENINGS: 1
LOCATION: **Currently fully remote** - Head Office roles can be performed from home or our well-appointed Mississauga office.
ROLE:

Reporting to the Manager, Financial Planning, Budgeting and Purchasing, the Financial and Project Analyst is primarily responsible for Internal Revenue & Expense analysis/reporting, creation & maintenance of the Project Management Accounting system and Activity-Based Costing. The Financial and Project Analyst will reconcile revenue & project expense entries through resolving variances, recommending, and implementing corrective actions and/or process improvements to establish quality standards. This role is heavily involved in the design and preparation of regular and ad-hoc reports to meet various user needs.

KEY RESPONSIBILITIES

Note: Percentages refer to approximate % of time spent on each area, over the course of a given year

1. Revenue & Expense Analysis and Internal Reporting (60%)

- Prepare and analyze regular project accounting reports in a timely and accurate fashion
- Review detailed revenue transactions for all operating lines of business to ensure accuracy in the final revenue dashboard reporting and propose adjustments where gaps are identified
- Perform monthly revenue deferral analysis to ensure integrity of the financial information
- Reconcile revenue information between the CRM and financial system to perform more in-depth analysis based on non-financial characteristics
- Analyze, investigate, uncover, and resolve process exceptions, out-of-balance situations, and other operational finance incidents and follow up to ensure timely and accurate resolution of the exceptions
- Prepare semi-monthly/monthly financial reports for Management and Senior Management Team to assist their day-to-day decision-making
- Analyze revenue and expense data by region and team and report to the Field Operations Division on a regular basis
- Review historical information for different revenue streams to support the analysis of targets and goals setting for the organization
- Using activity-based costing, gather data as required for the contribution margin analysis
- Design, gather data and prepare ad-hoc or non-system reports in support of the management decision making process
- Work closely with staff and managers to understand their requirements for information during the planning stage and provide recommendations on processes, cost models and reports that best meet their needs
- Collaborate with budget managers, Purchasing Officers, Accounts Payable Clerks, and staff to maintain a high level of data integrity.

- Assist the Manager, Financial Planning, Budgeting and Purchasing in preparation of detailed expense trend & variance analysis, develop detailed expense forecasts and provide investigative reports on performance management and expenses of regional departments as required
- Act as a consultant to internal divisions to develop project report based on user requirements, interpret the project data, to assist with the project budget-to-actual analysis and recommend solutions to rectify any gaps
- Audit and validate the system data integrity for financial reporting purposes as IT system changes and upgrades are performed. Collaborate with IT and other divisions to investigate in any identified issues and recommend solutions in a timely manner to ensure the efficiency and accuracy of system generated reports.

2. Project Account Management (30%)

- Maintain and set up of new departments, projects, project templates and cost categories in Activity-Based Costing/Project Accounting System for timesheet entries and expenses related to billable, non-billable and internal projects to ensure the Ministry of Labour, Training and Skills Development directives and regulatory requirements are followed
- Maintain and set up new vendor profiles and employee profiles in the Activity-Based Costing/Project Accounting System
- Perform reconciliation of project accounting entries with the general ledger accounts to ensure the completeness and accuracy of project accounting data
- Monitor project status on a regular basis to identify, investigate in and communicate issues, alerts senior management on significant variances, as well as execute corrective actions in a timely manner
- Facilitate the development process and take part in the implementation of improvements to accounting systems, including recommendations for company-wide procedures to increase efficiency and improve data quality of reporting information

3. Administration and Year-End Activities (10%)

- Deliver training to staff members on Project Accounting related processes
- Act as the backup to the team for duties as assigned by the Manager, Financial Planning, Budgeting and Purchasing
- Participate in month-end and year-end activities including General Ledger account reconciliation, financial reports reconciliation and journal entries preparation
- Perform any other duties as assigned

4. Contributes to a healthy and safe work environment (at all times)

- Adheres to WSPS policies, procedures, process fact sheets, guidelines and business rules established in the WSPS Quality Management system which ensures the achievement of our quality goals
- Contributes to promoting a healthy and safe culture, and links efforts to the WSPS quality management system approach (Plan, Do, Check, Act, Continuous Improvement Cycle)
- Acts as a role model internally and externally by demonstrating knowledge of health and safety and wellness practises.

EDUCATION & EXPERIENCE:

- Post-Secondary University degree/ College diploma with a focus in Accounting or related program
- Hands-on experience in cost management preparation techniques and controls
- 3-5 years demonstrated experience in strong and effective analytical skills
- Self-motivated and ability to work independently
- Exemplify superior interpersonal skills and tact
- Ability to work under pressure of deadlines and be innovative when facing challenges
- Computer skills – fast learner on computer and technology devices, systems, and applications (i.e., MS 365, Excel, Word, Power Point, Outlook, etc.)
- 2 – 3 years demonstrated experience in the use of Great Plains
- Great level of attention to details
- Excellent written and verbal communication skills, including the ability to effectively communicate financial information to all levels of the organization
- Strong report writing skills, including creating charts and diagrams
- Planning, organizing and time management skills – able to focus on key priorities, balance time appropriately, complete tasks and assignments within timelines and deadlines and work on a variety of tasks simultaneously
- Proven ability to proactively identify situations that require action to be taken or decisions to be made and know when to seek manager's guidance
- Ability to handle sensitive financial information in strictest confidence
- Problem solving & decision-making skills – ability to solve problems by collaborating with others to seek input and by utilizing a proven, step by step method; able to gather data and necessary information and weighs available options to make fact-based decisions
- Interpersonal skills – ability to build effective relationships within and outside of the Finance team
- Teamwork – provides support and assistance to co-workers (especially in meeting tight deadlines); contributes to strong morale and spirit; shares information and openly communicates, creates a feeling of belonging in the team
- Ability to travel for corporate meetings and events

Preferred:

- Professional Accounting Designation or working towards certification (CPA) is considered an asset

Additional Requirements:

- WSPS offers flexible work arrangements. Head Office roles can be performed from home or our well-appointed Mississauga office. Candidates are required to reside in the province of Ontario, maintain a private and safe workspace and have a high-quality internet connection.

APPLICANT INFORMATION

Deadline for Application: October 4th, 2022 by 11:59pm EST

Applications are to be forwarded to: careers@wsps.ca

Complete application will include: Cover letter & Resume referencing the job title in the subject line

WSPS is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSPS will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

We thank all those that apply, however, only those selected for further consideration will be contacted.