

LET'S TALK SCIENCE POSITION POSTING

Position Title: Financial Analyst

Position Status: Full-time permanent position

Closing Date: Position will remain open until filled; however, applications are encouraged by 11:59 pm ET on July 28, 2024

THE OPPORTUNITY

Let's Talk Science is an award-winning, national charitable organization focused on education and outreach to support youth development. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity. We are committed to employment equity, building a diverse workforce and accessibility for all employees and program participants. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering youth in Canada to develop the skills they need to participate and thrive in an ever-changing world, Let's Talk Science offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. For close to three decades Let's Talk Science has excited and inspired children, youth, educators and volunteers in STEM, surpassing 13.8 million interactions.

We invite you to visit our website letstalkscience.ca to learn more about our organization including our historical and ongoing commitment to equity, diversity, inclusion and accessibility (EDIA) <https://letstalkscience.ca/about-us/equity>. We also ask that you consider completing a brief questionnaire to help us build and measure our efforts to attract members of Equity Deserving communities to employment with Let's Talk Science at <https://questionpro.ca/t/AB3unpnZB3uwj1>

Benefits and Perks of Working at Let's Talk Science

- Competitive salary and flexible hours
- Remote work option that enables you to join us anywhere in Canada with support for set-up and connectivity; strong preference will be given to those within commuting distance of London, ON
- Starting with 3 weeks' vacation plus a 2 week paid closure over the December–January holiday period
- Comprehensive group benefit package, including health, dental, vision, life and critical illness
- Training to support our commitment to EDIA

POSITION

The Financial Analyst is responsible for the analysis and reporting of assigned grants, including budgeting, tracking program revenues, reconciliations and associated receivables. The incumbent will develop, implement, and use tools for the analysis of key financial information, including monthly financial reports for use by all levels of management.

Responsibilities

- Produce key monthly financial reports for use by all levels of management
- Assist in completing funding proposal submissions by assisting in the project budget completion
- Review actual performance vs. budget and forecasts for various projects and funders; and be able to provide summary of findings with supporting details
- Develop and maintain good procedures and systems for all required financial tracking
- Maintenance of standard cost tracking and allocation system by collecting and analyzing operation data, and establishing standard or expected costs
- Monitoring Accounts Payable coding to ensure accuracy of posting to general ledger accounts, project IDs and funders etc.

- Create various journal entries to allocate costs to projects/initiatives as well as funders
- Work with the Director, Finance & Administration to facilitate the annual planning and budgeting process
- Provide reporting and analysis to facilitate month-end close procedures
- Prepare journal entries for posting to General Ledger and various Balance Sheet account reconciliations
- Assist in documenting accounting policies and procedures
- Work cross-functionally across the organization and be part of team projects to provide financial analysis support as required
- Act as the Financial Point of Contact (POC) for all aspects related to various Let's Talk Science projects and funder reporting
- Act as a back up for the Finance Assistant position when required
- Other duties as requested/required within the scope of the position

Requirements/Qualifications

- Degree/diploma in accounting, finance or a related field with 3+ years of accounting experience; an equivalent combination of education and work experience will be considered
- Experience with job costing and or project accounting strongly desired
- Comfort working with technology and willingness to learn new software
- High level of proficiency with Microsoft Office Suite, in particular Excel
- Experience working with accounting software; we currently use Financial Edge
- Knowledge of Generally Accepted Accounting Principles (GAAP) and associated procedures
- Actively pursuing or obtained CPA designation an asset
- Good understanding of CRA and Canadian Standards
- Experience with not-for-profit accounting and/or payroll considered assets
- Bilingual (English and French) an asset

Skills and Abilities

- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- Good organization and time management skills
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Excellent communication and interpersonal skills with a customer service focus and an ability to explain technical financial and budget-related concepts to non-technical audiences
- Demonstrated ability to establish good working relationship with staff at all levels of the organization
- Ability to handle information in a sensitive, confidential and professional manner
- Superior analytical and problem-solving skills
- Ability to work outside of regular hours on occasion

Working Relationships

- Reports to the Director, Finance & Administration
- Works closely and collaboratively with other staff in the Finance and the Operations team
- Collaborates with members of the Let's Talk Science Management Team and those with expertise in Project Management, Fund Development and Human Resources
- Liaises with financial service providers and organization vendors
- Interacts with other Let's Talk Science personnel and volunteers throughout the organization

Let's Talk Science has paused the enforcement of our mandatory COVID-19 Vaccination Policy. We will continue to strongly recommend vaccination; we will monitor and follow the scientific research but will not require that any new staff be vaccinated for COVID-19 as a condition of their employment. Please note that the policy will continue to exist and may be enforced again in the future if warranted.

Interested candidates should submit their resume and cover letter (including salary expectations) quoting “Financial Analyst” as outlined below by 11:59 pm ET on July 28, 2024 to:

Shawna Agathos
Human Resource Generalist, Let’s Talk Science
1510 Woodcock Street, Unit 8 London ON N6H 5S1
Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)
FAX: (519) 474-4085

Equity Statement

Let’s Talk Science is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge the shared lands we live and work on across Canada and that our national office is situated on the traditional territory of the Haudenosaunee, Wyandot and Anishinaabe.

Let’s Talk Science values the diverse and intersectional identities of its stakeholders and staff. Let’s Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity and is committed to accessibility for all employees. We are committed to employment equity and building a diverse workforce reflective of Canadian society that will enrich our work and learning environment. Let’s Talk Science seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates that have been historically disadvantaged and marginalized, including applications who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodation to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.