



www.civida.ca

E: help@civida.ca

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Edmonton, AB T5K 1M4

JOB POSTING

Position: Financial Analyst, Fi6

Location: Edmonton

Term: Permanent

Monthly Salary starting at: \$6,085.90 (Based on AUPE Collective Agreement)

At Civida, HOME is our focus. We are the largest provider of social and near market housing in the Edmonton area, managing over 4500 social housing rental units and over 600 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit Civida for more information.

Reporting to the Manager, Budgeting & Financial Planning, the Financial Analyst is responsible for the provision of comprehensive financial planning, long and short-range forecasting, operations and capital budgets, financial analysis and reporting to ensure the needs of the organization are met. This includes responsibilities for ensuring the accuracy of financial analysis and information, conducting necessary reconciliations, robust variance analysis, investigations, month, and year-end account closing activities, and resolving financial variances and business process issues.

Key Responsibilities:

- Provide information and assistance in preparation of operational and capital budget proposals and forecasts.
- Consult with stakeholders to gain additional knowledge of the budget proposal and forecast information.
- Review and consolidate budget and forecast submissions for accuracy and completeness.
- Analyze budget submissions by comparing to historical expenditure trends and through discussions with stakeholders regarding future department's needs. Provides recommendations where discrepancies occur.
- Work with departments to allocate the budget by property and coordinate preparation of budget templates for loading into software.
- Prepare financial and statistical information for the annual report and the three-year business plan.
- Prepare grant and other financial reporting to funding bodies and the governments as required.
- Provide stakeholders with actual/forecast reports once numbers have been analyzed and verified.
- Monitor operations and capital spending against budget to provide timely feedback and make recommendation on resource allocation.
- Provide advice, guidance and/or assistance in the development or improvement of financial procedures, managerial reporting, or policies.



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Qualifications:

- University degree in Commerce, with an Accounting or Finance Major.
- Accounting designation is required, candidates near completion of an accounting designation may be considered.
- Must have at least two years' experience in preparing budgets and financial reporting.
- Superior problem solving, analytical, and strategic thinking skills; can see the "big picture" in a complex business environment to drive decision making.
- The ability to communicate complex technical issues to a non-technical audience.
- Strong organizational skills, including the ability to handle multiple assignments and tasks while meeting deadlines.
- Excellent verbal and written communication skills with strong attention to detail.
- Ability to be agile, innovative, and manage in an environment of change.
- Ability to work independently with minimal supervision.
- Ability to identify problem areas and take corrective action.
- Ability to deal effectively with people in problem situations.
- Strong computer skills in Microsoft Office and exceptional skills in Excel.

How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be the best candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

Civida has implemented a COVID-19 Vaccination Policy. All employees, including new hires, must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated, based on a protected ground under the Alberta Human Rights Act, may request approval for an exemption and accommodation.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant may be required to provide a recent Police Information Check.

Send cover letter and resume to Human Resources email: careers@civida.ca

Competition # 2210