



The United Church of Canada Position Description

Position Title: Financial Analyst	Evaluation Category: 7
Reports to Position: Manager Financial Reporting, Budgeting and Analysis	Direct Reports: none
Unit/Regional Council: Finance	Date Last Reviewed: June 2025

Context

The United Church of Canada is a Christian community of faith and hope, called to celebrate God's presence and to love and serve others. We act in cooperation with others for peace, justice, care for creation, and the healing the world.

Within the United Church the General Council Office supports the mission and ministry of the communities of faith and regional councils. It is the denominational expression of The United Church of Canada, working ecumenically and in global partnership.

The Finance Unit ensures efficient and effective financial accounting, reporting, and management functions for the General Council Office, the Pension Plan of The United Church of Canada, Regional Council Offices and other selected entities within the United Church of Canada, including the broad areas of revenue, expenditures, assets, liabilities, financial reserves, budgeting, financial reporting, statistics management, investments and risk management. The unit also has responsibility for the information technology needs of the General Council and Regional Council offices.

Position Purpose

The Financial Analyst is a key resource to the Finance Unit providing support to finance functions with the main focus on financial reporting, budgeting and analysis. In addition, the Financial Analyst is responsible for their assigned operational streams and tasks in the various units and entities that the Finance Unit serves within The United Church of Canada as required.

Primary Areas of Responsibility

The percentages noted below are estimates given the changes in the nature of work to be performed (e.g. unplanned CRA audits).

1. Reporting, Budgeting and Analysis (60%)

- Assist, and in some cases, lead with the preparation of internal and external financial statements, budgeting and analytical reports;
- Prepare working papers and schedules in the form of software applications to support the financial statements, budgeting reports and analytical work with its conclusions;
- Document, test, run and maintain/upgrade the software applications supporting all financial, budgeting and analytical reports and conclusions, as changes are made in the operations of The United Church of Canada;
- Periodically, review and challenge financial, budgeting and analytical processes as to their effectiveness and accuracy to minimize the risk of errors and misinterpretation by report users;

- Document financial, budgeting, operating and reporting processes, and accounting policies to maintain and strengthen internal controls.
- Periodically, analyze financial data to ensure accuracy and completeness of the financials;
- Fulfill ad-hoc reporting requests to aid business decisions, and support other units within the organization;
- Seek, identify, assess and implement new innovative technologies that are useful for operations, and financial analyses with members of the Finance, program and IT Units;
- Assist and liaise with external auditors with interim and year end program and entity audits to prepare the requested working papers and respond to audit inquiries and issues as they arise.

2. Assigned Operational Streams and Tasks: (35%)

- Operational transaction streams and tasks will be assigned to ensure complete coverage of work and redundancy of operating capacity given the small finance team (i.e. disbursements of grants, managing annuities, preparing government filings). **These assignments will be adjusted over time to ensure redundancy of capacity.**
- Perform month-end close procedures using knowledge of the budget and history of transactions for the different processes to challenge the results from the financial and budget reports and analysis;
- Ensure timely processing of monthly journals for provisions and accruals to support financial statement preparation;
- Consult with staff preparing bank reconciliations to ensure issues have been resolved and do not adversely affect the internal and external financial reports;
- Consult with staff performing the investment accounting to ensure the appropriate quarterly market value updates, G/L reconciliations and investment income allocations have been used and in the preparation of the quarterly financial, budgeting and analytical reports;
- Assist in the development of monitoring processes (i.e. proper codes applied to posted entries) and software applications to identify and report issues at the general ledger entry level to ensure all transactions are recorded correctly, timely and accurately, and proactively resolved;
- Consult with finance accounting and philanthropy operations staff to ensure donation subledgers are reconciled to the general ledger, minimizing the risk of errors in financial, budgeting **and analysis** reporting;
- Review government submissions (i.e. T3010, sales tax returns, T4a's and SLFI filings) to ensure filing issues have been resolved and do not adversely affect the **internal and external financial** reports; and
- Maintain documentation for the assigned operating business processes.

3. Other Responsibilities (5%)

- Support the Accounting Manager and other team members as required;
- Provide support and back-up for other staff in Financial Services during peak periods and staff absence situations, to provide uninterrupted service;
- Build relationships and effectively communicate with stakeholders, cross-functionally and within the organization;
- Provide support and technical guidance to various business units for reporting and accounting related inquiries;

- Support key initiatives including enhancing business processes and the optimization of accounting period closing and reporting processes;
- Maintain the required training for individual professional designations; and
- Other duties as assigned by the supervisor.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

Position Qualifications

Education

- Post-secondary education in Accounting/Business;
- Professional accounting designation, CPA (in progress) or equivalent experience;

Experience

- 3-5 years of progressive accounting and finance experience in full cycle accounting or related areas, preferably in the not-for-profit sector;

Skills and Abilities

- Thorough knowledge of accounting principles and procedures; knowledge of methods of financial analyses, modeling tools, internal controls, organizational structure, policies and procedures;
- Knowledge of general ledger functions and the month-end/year-end close processes;
- Advanced working knowledge of G/L extraction software (i.e. JET or Power Build), Excel, especially with v-lookups, pivot tables, and other data functions;
- Strong computer skills in the use of various software applications - Office 365, SharePoint, Dynamics, One Drive, Teams, Zoom, and other online platforms;
- Professional written and verbal communication skills;
- Ability to manage a high-volume workflow with a high level of accuracy and attention to detail;
- Skilled at performing numerical analyses, drafting precise and concise reports and emails;
- Well-developed organization, time management, planning and problem-solving skills with the ability to effectively prioritize and manage multiple competing priorities;
- Ability to work collaboratively, both as team player and task leader, to produce high quality work, while managing time appropriately and completing tasks from start to finish;
- Flexibility with the ability to effectively deal with changing situations or priorities while maintaining a positive demeanor and outlook;
- Positive client relations attitude and a willingness to apply skills and business acumen to matters raised by internal and external stakeholders.

Personal Characteristics

- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity;

Working Conditions

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working both off-site and in the General Council Office, currently located at 3250 Bloor Street West in Toronto, ON. The incumbent will be provided, for work purposes, use of secure devices and must be available by email, phone, teams or zoom during regular office hours Monday to Friday. Sitting and viewing a computer screen for long periods, keyboarding/using assistive devices or software,

intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Occasional additional hours may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.