

Job Title: Financial Analyst (Contract 14 - 20 months)
Reports to: Controller
Department: Administration
Date: April 8, 2024

JOB PURPOSE

The Administration department is responsible for supporting the activities of the Canadian Investor Protection Fund. The role of the Financial Analyst is to provide financial and administrative services to support the work of management and further the goals of the organization.

DUTIES AND RESPONSIBILITIES

Payroll & Benefits (45% of position)

- Prepare semi-monthly staff payroll using Ceridian PowerPay online application
- Prepare quarterly Directors payroll using Ceridian PowerPay online application
- Ensure all changes to payroll are approved
- Reconcile semi-monthly staff payroll to approved salary budget
- Enroll staff for benefits, and update changes as require, and input resulting changes to long term disability premium and taxable benefits into payroll
- Reconcile RRSP contributions, CRA deductions and Employer Health Tax

Accounts Payable/Visa Payments

- Follow EFT Process Procedure CIPF
- Follow EFT process of MFDF
- Accurately process invoices, including Director and staff expense claims in a timely manner
- Prepare supporting EFT file to allow for approvals
- Ensure proper approvals are maintained
- Accurately code to appropriate G/L
- Maintain electronic vendor filing system
- Provide excellent internal customer service
- Follow VISA Process Procedure
- Keep track of charges to VISA credit card; reconcile VISA statements; prepare transfer from TD to pay VISA
- Allocate payments to the appropriate fund (MFDF/IDF/Shared)

Finance

- Provide information and assistance to auditors during their audit (planning, interim and year-end)
- Reconcile Employers' Health Tax payments
- Prepare bank reconciliation for CIPF bank account held at BMO
- Provide TD, RBC (MFDF), and CIBC Mellon bank statements and registers to CFO for reconciliation

- Prepare monthly leadsheets and financial statements for CFO to review
- Prepare journal entries at month-end for CFO to review before posting
- Prepare, analyze and monitor cash flow needs for monthly operations for CIPF/MFDF
- Prepare allocations journal entries for share cost

Investments

- Maintain the CIPF Portfolio database in FileMaker
- Monitor investments held in CIPF portfolio
- Ensure coupon payments and maturities are received when expected
- Access CIBC Mellon's Workbench regularly to monitor status of account
- Provide President and Senior Vice-Presidents with relevant info to perform any investment transaction required
- Prepare trade ticket and e-mail to CIBC Mellon
- Keep all spreadsheets pertaining to CIPF investments up to date
- Ensure that investments are in compliance with guidelines set by Audit, Finance & Investment Committee
- Prepare and submit monthly investment reports for review by CFO

This document reflects the general details to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of the work requirements that may be inherent in the job.

QUALIFICATIONS AND JOB REQUIREMENTS

- Minimum 5 years experience in Accounts Payable and Payroll (Ceridian Powerpay)
- Proficient in AccountEdge software
- Undergraduate degree (in business/finance an asset)
- Excellent attention to detail
- Meeting deadlines and ownership of work
- Clear and concise verbal and written communication skills
- Strong organization, time management and prioritizing skills
- Proficient in Microsoft Word, PowerPoint, Excel, Acrobat

KEY COMPETENCIES

The competencies listed below are critical to success in this role:

- Critical Thinking: Attributes: Creative problem-solving skills, intellectual curiosity and an open mind
- Planning: Attributes: Prioritizing work and keeping manager informed of any obstacles that could result in delays
- Positive Attitude: Attributes: Adaptability and coachability
- Teamwork: Attributes: Sharing of information and collaboration