



## FINANCIAL ANALYST

### **COMPETITION #17-006**

Non-Unionized, Permanent Full Time Position, 35 hours per week  
Effective immediately

LOCATION: Catholic Education Centre, Timmins, ON

Reporting to the Manager of Finance, the Financial Analyst will plan, coordinate, prepare or assist in the execution of processes or financial projects for the Board that relate to the development and execution of the operating and capital budgets, month end reporting, year-end reporting, and the selection and implementation of accounting and decision support systems. He/she shall create financial reports that can be used to monitor and evaluate the organization's financial position.

### **QUALIFICATIONS**

- Minimum 3-year post-secondary degree or diploma in Business Administration, with a specialization in Accounting or Finance preferred;
- Professional Designation (CPA, CA, CMA, CGA);
- Minimum 3 years experience working in an accounting environment;
- Ability to work effectively and efficiently as a team member in a fast paced environment in stressful situations;
- Ability to maintain successful working relationships with the interdisciplinary team to achieve positive outcomes;
- Ability to organize time effectively to perform the duties of the position;
- Ability to meet and interact with people in a pleasant, professional, responsible and reassuring manner;
- Ability to interpret and implement accounting principles and policies as they apply to the Board;
- Knowledge of process analysis and improvement techniques and continuous quality improvement and control models;
- Excellent written and communication skills and ability to create and deliver effective presentations for a group; and
- Computer literacy including experience with a financial/accounting software, and advanced skills with Microsoft Excel and Office.

Interested applicants must forward a cover letter (quoting the Competition #) and resume highlighting education and experience and the names of three professional references including current immediate supervisors to the undersigned no later than February 3, 2017 @ 4:00 p.m.

**Mélanie Bidal-Mainville, Manager of Human Resources**  
**Northeastern Catholic District School Board**  
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The Northeastern Catholic District School Board is an Equal Opportunity Employer.

Rick Brassard  
Chair of the Board

Glenn Sheculski  
Director of Education