

Position Description

Position: Financial Analyst
Division/Dept: Finance/Member Accounting
Reporting To: Department Manager, Member Accounting
Date Developed: February 2007

Position Summary

As a lead role to the Member Accounting service team, and under the direction of the Department Manager, prepares and finalizes financial statements of the Co-operatives. Supports Co-op management and ACL support staff with financial analysis for controlling operations with strategic decision-making and strategic change management. Assists Co-op management with development, preparation and presentation of both short- and long-range financial plans.

Duties & Responsibilities

- Prepare 12th month financial statements within 30 days after Co-op's year-end.
- Prepare year-end financial statement with supporting working papers and back-ups within 45 days, ready for review by the outside auditors.
- Assist outside auditors during their review or audit of year-end financial statements.
- Follow-up outside auditors to ensure year-end statements are released within 90 days.
- Develop Co-operative internal control procedures.
- Monitor the implementation and maintenance of policies and procedures.
- Monitor and enforce inventory count policy through MMS.
- Provide guidance to Co-op management on cash flow management.
- Analyze Co-op actual financial results against plans.
- Evaluate Co-op operational and budget problems and provide financial perspective to the decision-making process.
- Develop and update an effective simple financial information tool in decision-making process.
- Assist the Area Managers to financial reporting and control issues.
- Assist in the preparation of the Co-op's budgets.
- Provide accounting support to co-operative staff including Quasar support.
- Provide technical advice and guidance to Member Accounting service team.
- Assist/prepare financial statements where required.
- Assist the Co-operatives in the corporate or GST tax audits.
- Maintain and update assigned Co-op permanent file and share capital listings.
- Training of Co-op managers and staff on Quasar accounting and reporting principles.
- Prepare and submit reports required by the department.
- Provide calculation of patronage dividends and payouts schedule to the Co-operatives.
- Travel to the Co-operatives may be required.
- Other duties and projects as assigned.

Qualifications:

- Minimum 6 years accounting/auditing and financial analysts experience in a computerized environment.
- Proficient in preparing year-end working papers (electronic where possible) and financial statements and other government year-end requirements.
- Post-secondary education in finance/accounting per the following:
 1. Bachelor of Commerce or Bachelor of Business Administration, Major in Accounting
 - AND
 2. Professional accounting designation - CGA/CMA/CA.
- Excellent technology skill, including proficiency in using ACCPAC, Microsoft Office Suite and some POS system.
- Strong understanding of accounting principles.
- Skilled in developing and analyzing financial data.
- Ability to exercise judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criteria for obtaining results.
- Ability to fulfill responsibilities assigned without close supervision.
- Ability to work within the budgeted time and meet deadlines.
- Ability to work independently or in a team environment.
- Ability to handle different tasks at the same time.
- Excellent planning and multitasking skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Adaptable.
- Highly organized individual.
- Self-starter, able to perform successfully with little direction.
- Team player.
- High energy, persistent and focused, and decisive.
- Ability to travel.

NOTE: Individuals obtaining a designation must apply and successfully complete the selection process in order to move into this position.