

Job Posting

About the CFPC

Representing more than 38,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for an Accounting and Financial Analyst

Posting #: 2020-05
Department: Finance and Asset Management
Division: Corporate Services
Reports to: Manager, Finance
Classification: Support Staff
Job Family: Professional/Knowledge Worker
Status: Permanent Full Time
***FTE:** 1
Level: 5

Summary

Working both independently and as part of a team, this position is responsible for a variety of accounting functions to contribute to the effective operations of the Finance and Asset Management (FAM) department. The incumbent will also coordinate and prepare the financial statements, reports and budgets for the Foundation for Advancing Family Medicine (FAFM).

Responsibilities

Essential Duties include:

Working with the Director and Manager on tasks including:

- Accounting analysis of trends and anomalies
- Recording and maintaining (draw down) schedules for prepaid expenses, accruals, etc. as needed
- Performing monthly Balance Sheet reconciliations, including Awards and Fund reconciliations
- Investments analysis and adjusting investment balance to lower of cost or fair value at year end
- Maintaining, reconciling and reporting on fund balances for FAFM in accordance with agreements, work within fund accounting parameters for financial reporting
- Preparing and posting journal entries for monthly financial statement preparation for FAFM
- Preparing period and year-end FAFM financials, working papers, and liaise with the auditors
- Assisting/preparing quarterly management reporting to accompany the quarter/year-end statements
- Assisting in successful completion of internal and external audit, including preparation of audit working papers, audit schedules and reconciliations
- Responding to internal and external inquiries (from staff, any related to audit, etc.)
- Assisting in the preparation of the annual budgets (Revenue, Awards, Fundraising, Operating and Committees) for FAFM and the College by researching, compiling, summarizing and reconciling the relevant data and information, as required
- Providing budget and forecast development support by working directly with the Foundation and any other department on operating and revenue estimates, incorporating changes to Chart of Accounts and project codes, as required
- Preparing financial Reports for the FAFM Board and Treasurer
- Assisting/preparing the quarterly Investment Report for the investment portfolio held by FAFM in liaison with the portfolio Manager at Scotiabank
- Completing and submitting annual government filings for FAFM and the College (e.g. T3010 for CRA, T1044, T2, Annual Information return, etc.)
- Providing and supporting appropriate levels of reviews and oversight for activities performed by A/P or A/R coordinators and for activities related to FAFM/Honours and Awards
- Collaborating with department members on Finance related inquiries or projects such as tax analysis, Chapter information, benefits report analysis, etc.

- Calculating and remitting annual Chapter subsidy, benefit premium refunds and FMF surplus to Chapters, as needed
- Obtaining, reviewing and analyzing year-end financial Statements for all Chapters and highlight any anomalies and concerns to the Manager/Director
- Assisting in reconciling / preparing year end T4A statements for CFPC/FAFM programs, maintaining extreme confidentiality while working with sensitive data (like SINS)
- Ensuring all deadlines and schedules are met on time and in accordance with Service Level Agreements
- Document workflow, procedures, checklists, and policies for assigned tasks
- Assisting the Manager in creation and roll out of financial policies and procedures

Related Duties:

- Provide excellence in member and customer service
- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Participate with the onboarding of new team members as required
- Support the team and work with colleagues to ensure department needs are met including absence coverage
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours that align with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Participate on CFPC staff committees or working groups and other related projects as required

Requirements

- Undergraduate degree in Business, Accounting or Finance
- Recognized professional accounting designation (CPA or equivalent) required
- Minimum of 3 years of relevant working experience/knowledge in budgeting, forecasting and fiscal analysis
- Experience in charitable and/or non-profit organizations is preferred
- Strong system skills in advanced Excel, PowerPoint and other MS Office Applications, with an ability to build models from scratch
- Intermediate knowledge of working with Enterprise Resource Planning (ERP) and accounting/book-keeping system(s); experience working with Dynamics GP will be an asset
- Excellent organizational skills, ability to work independently with high accuracy and confidentiality
- Excellent analytical skills and a very high attention to detail required to handle complex data
- Self-directed with an ability to organize, plan, prioritize and multi-task to meet deadlines
- Enthusiasm for taking on new challenges, developing skills and knowledge
- Proven ability to work under pressure in a fast-paced changing environment
- Excellent interpersonal skills in order to deal effectively with varied internal clients, management groups and vendors
- Work respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English

Working Conditions

- Open-concept office environment
- 8:00 a.m. – 4:00 p.m. *or* 8:30 a.m. – 4:30 p.m. *or* 9:00 a.m. – 5:00 p.m. Monday to Friday

**If you share our passion, and are committed to living our CFPC Values
please submit a cover letter and your résumé referencing the posting #2020-05 to: careers@cfpc.ca by April 1, 2020.**

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.

**Full-Time Equivalent*

