

 Algoma Family Services SERVICES AUX FAMILLES D'ALGOMA	Job Number:	4002
	JD SECTION	
	Date Issued:	Sept 2018
	Date Revised:	April 2024
	Approval	
<u>JOB DESCRIPTION</u>		
Financial and Systems Analyst	Chief Executive Officer	

Job Summary

Reporting to the Director of Business Analytics and Continuous Improvement, The Financial and Systems Analyst is a key member of the Leadership team at Algoma Family Services (AFS). The Analyst is accountable for the development, design, maintenance, evaluation, coordination, and management of the organization's finance and data information reporting systems, managing sensitivity confidential organizational information while providing advice based on business intelligence to ensure the efficient, effective and economic delivery of services. Through the provision of timely and accurate financial and statistical information to the Leadership team and funders, as well as supporting the Finance and Administration team, the Analyst plays a strategic and tactical role in advancing the mission, vision and strategic priorities of AFS.

QUALIFICATIONS:

- Master's degree in the Social Sciences or Business Administration.
- CA, CGA, CMA or CPA and/or PMP designation preferred.
- A minimum of three years supervisory experience as well as a minimum of five years experience with SPSS, Tableau, Cognos, and Microsoft Dynamics Great Plains.
- Ability to effectively communicate in both official languages (English/French) is an asset.

Applicants must possess:

- Knowledge of Generally Accepted Accounting Practices (GAAP).
- Expertise in the use of qualitative, statistical and analytical methods and application of statistical software (SPSS, Tableau, Cognos).
- Advanced knowledge of continuous improvement, process development and improvement tools (i.e., logic models, program evaluation, surveys, process mapping).
- Strong project management skills, ability to set priorities, schedule work, complete tasks and meet deadlines.
- Advanced communication, presentation and engagement skills.
- Excellent report writing skills that reflect research, critical thinking and analysis.

Job Description: Financial and Systems Analyst

Job Description # 4002 (Sept 2018)

Page 2 of 5

- Superior trouble shooting skills and ability to capitalize on opportunities (service and organizational)
- A valid Ontario driver's license with the ability to travel and use personal insured vehicle for business purposes.
- Ability to work flexible hours including evenings and occasional weekends across various settings (school, home, office, community).
- Excellent interpersonal skills, including the ability to work in a team environment and establish effective working relationships at all levels internal and external to the organization.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Business Analytics and Continuous Improvement and within the context of the AFS strategic plan, related legislation, as well as agency policies and procedures, the Analyst will:

Awesome Team

- *Cultivate a culture of excellence, leadership and respect.*
 - *Boldly develop the best in each of us.*
1. Lead by example in inspiring hope and wellness while reflecting our organizational values.
 2. Participate in the orientation of new staff.
 3. Support, develop, and evaluate the performance of the IT Specialist through regular supervision and completion of annual performance reviews.
 4. Maintain regular communication and provide strategic advise based on business intelligence to the Senior Leadership team, ensuring the CEO/DFA has the right information at the right time.
 5. Ensure the CEO/DFA is adequately briefed, organized and prepared for internal and external meetings regarding the organization's finances and service delivery performance.
 6. Establish and maintain professional relationships with AFS staff and with collateral service providers recognizing and promoting interdisciplinary teamwork.
 7. Adhere to and apply all standards and regulations as required under the Occupational Health and Safety Act.
 8. Fill in for the DFA when necessary and assume supervision of the Finance and Administration team.

Extraordinary Services

- *Make it easier for people to access the right service at the right time.*
9. Manage the confidential information from and to the CEO/DFA while maintaining the confidentiality and sensitivity of client and organization information at all times as per agency policies and procedures; as well as related legislation.
 - a. Specifically, manage and develop program-level operational procedures to protect information as per the Privacy Act.
 10. Utilize and/or develop financial and systems models, as well as predictive analysis to advise of financial and service demand over incremental time horizons indicating any trends, threats and/or system improvement opportunities within a continuous improvement context.
 11. Lead the development of the annual IT Budget in collaboration with the IT Specialist and Property Coordinator.
 12. Contribute to the overall management of the organization by attending meetings as required or requested by the CEO/DFA providing the relevant financial and system information to support planning as well as decision making.
 13. Contribute to the overall governance of the organization by attending Finance and Operations Board Committee meetings as required or requested by the Committee Chair providing the relevant financial and system information to allow the Board to exercise its fiduciary responsibility to AFS.
 14. Identify and assist with the resolution of data integrity issues in collaboration with IT.
 15. Direct and guide AFS projects and project teams as assigned in collaboration with Community Services and Strategic Initiatives Manager.
 16. Ensure completion of reports and presentation of data are accurate and promptly completed.
 17. Assist the CEO/DFA in the management, and monitoring of, and attendance to areas of operational and service risk.
 18. Responsible for the development, maintenance and ongoing review of financial and system functions, processes, practices, policies and procedures to ensure that they meet the needs of the organization, and reflect changes in government legislation, policy, and guidelines.
 19. Play a key role in business planning and analysis for the organization.
 - a. Accountable for the maintenance of management and business information systems and the integrity of the financial and statistical information that they produce.
 20. In collaboration with the DFA support the development of the organization's annual budget and ensure throughout the year expenditures for payment are made within established budgets, allocations and legal/service contracts. Provide leadership and support to the leadership team in the area of budgeting.

Job Description: Financial and Systems Analyst

Job Description # 4002 (Sept 2018)

Page 4 of 5

21. In collaboration with the DFA prepare budget, expenditure, variance, forecast, year to date reports as required (i.e. monthly, quarterly, annual, ad hoc) through the querying of AFS business information databases. The Analyst will analyze financial, accounting, service statistical data and complete all related reports for external funding partners, the Board of Directors and the Leadership team.
22. In consultation with the DFA monitor and manage current AFS investments (i.e. GICs) ensuring optimal returns on investments, and providing advice on how returns are to be re-invested.
23. In collaboration with the DFA lead the preparation of all financial and accounting reports/documents required for the completion of the annual audit.
24. In collaboration with the Director of Services, support the preparation of all service data required for continuous improvement audits and/or service audits initiated by funders.

Busting Barriers

- *Reduce process that gets in the way of service*
 - *Collaborate with our partners to streamline access to service*
 - *Courageously advocate for better service, flexible funding and simplified reporting*
25. Analyze expenditure accounts for more efficient, effective and economical ways of conducting business/service delivery. Identifying to the CEO any financial or system management issues that may pertain to the management of agency resources/service by the AFS Leadership team and staff.
 26. Analyze IT business processes and develop quality improvement plans to optimize IT, and convey this analysis through annual service planning.
 27. Periodically audit invoices, travel expenses and other disbursement claims to ensure that payments are in line with respective authorizations and all payments are made in strict compliance with accounts payable policies and procedures. Report findings to DFA.
 28. Provide advice on the development of policies and procedures to enhance/refine service delivery.
 29. Attend Finance and Administration department meetings working in close partnership with the Executive Office Administrator, Accounting Technician, Finance Clerk, Software Support Technician and Human Resources in the development of service plans as well as identifying operational/service efficiencies.
 30. Participate in agency functions/activities/initiatives related to the enhancement of service delivery, cost savings, revenue generation and also streamlining of business and service processes.

Inspiring Outreach

- *Share who we are, what we believe and how we help.*
31. Participate in and/or lead agency initiatives that raise the profile of our services within and outside of the agency.
 32. Serve to educate the community regarding the services of AFS, its vision and mission at every opportunity.
 33. Support the development of any communications to be delivered to collateral service providers and/or the public through the provision of relevant service and financial data.
 34. Leverage and optimize our digital and social media platforms to convey AFS information.

Other Responsibilities

35. Carry out and execute any other tasks or duties as assigned.

WORKING CONDITIONS:

1. Physical Effort: Physical activity is limited. Some time spent in comfortable sitting position with opportunity to move about. Minimal out of office travel.
2. Physical Environment: Located in a comfortable indoor area. On occasion, travel within the District may place the EA in a less than optimal physical environment.
3. Sensory Attention: A high level of concentration, attention and sensitivity to verbal interactions and written communication.
4. Working Environment: There are pressures to balance competing demands for human, fiscal, program and physical resources. Some demand on personal time for evening and weekend activity specifically to attend to Board functions or sub-committees of the Board. There is pressure for results with attention to deadlines, multi-tasking, setting priorities, and handling competing demands. There may be situations that require superior conflict resolution management skills, with the ability to maintain composure under pressure, as well as problem-solving abilities.