

**Nature of Work**

Reporting to the Controller, the Financial Analyst shall hold responsibility for general accounting duties.

**Principal Accountabilities**

- Participate in month end process for multiple entities
- Prepare and enter journal vouchers
- Bank reconciliations and intercompany reconciliations
- Reconcile balance sheet accounts
- Credit card policy monitoring
- Analyse data to identify trends and variances, including investigation of reasons
- Oversee commodity tax and other statutory reporting
- Activity participate in the optimization of processes and procedures
- Participation in the preparation of audit files
- Other related duties and required or assigned.

**Required Education**

- Working towards CPA designation or a minimum of 5 years of related work experience and a degree with concentration in accounting

**Knowledge and Experience**

- Highly proficient in Excel and knowledge of PowerPoint
- Knowledge of IFRS accounting standards
- Expert knowledge of financial controls in treasury

**Skills and Competencies**

- Proficient communication, interpersonal and organizational skills are vital to the role.
- Ability to interact and communicate professionally with a diverse group (peers, supervisors, managers).
- Self-motivated with strong desire to learn
- Must be able to handle confidential information in an ethical and professional manner.
- Superior attention to detail, analytical, results orientated with the ability to manage multiple tasks and meet deadlines with the highest degree of accuracy and ethics
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.

*Please submit a cover letter and resume to [recruitment@cwct.ca](mailto:recruitment@cwct.ca) We thank all candidates for their interest but only candidates selected for interview will be contacted*