



Role: Financial Analyst

Reports to: Financial Controller  
Weekly Hours: 37.5 Hours per week

Salary: Commensurate with experience

## **ABOUT SHALOM VILLAGE:**

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our assisted living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village is here to help create moments that matter for every senior!***

\*\*Founded by the Jewish Community, for the benefit of all seniors throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. We welcome and celebrate individuals from all backgrounds, faiths and cultures.

## **MISSION, VISION & VALUES**

**Our Vision:** Honouring our Fathers and our Mothers

**Our Mission:** To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

**Our Values:** At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all our stakeholders.

- **Acknowledge:** We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.
- **Together:** We will support each other and believe that together we can achieve anything.
- **Home:** We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.
- **Organization:** We will strive for learning, innovation, accountability, transparency, and excellence.
- **Memories:** We will share memories and create new ones through relationships, sharing, and celebrations.
- **Enablement:** We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

**As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of philanthropy to bring people together to support the hundreds of seniors, and family members whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we harness the power of philanthropy to help us build a thriving community for our seniors, our families, and our staff.**

## **Financial Analyst**

**Acknowledged · Together · Home · Organization · Memories · Enablement**

**[www.shalomvillage.ca](http://www.shalomvillage.ca)**

Shalom Village is currently seeking a dedicated and experienced Financial Analyst to join our Finance team. The Financial Analyst plays a crucial role in analyzing, preparing internal and external reports and meeting various deadlines. The Financial Analyst is responsible for preparing month end financial statements and complex account analysis and financials for the management team including benchmarking of key components used in preparation of the various internal and external reporting. The successful candidate has strong technical accounting knowledge and skills and is passionate about challenging status quo and improving processes

At Shalom Village, we offer a supportive work environment, competitive compensation, and opportunities for professional growth and development. This is an exciting opportunity for a dedicated individual who is passionate about making a positive impact on the lives of seniors and their families. If you are ready to join a team that is committed to providing exceptional care and services to our community, we encourage you to apply to this exciting opportunity.

Key responsibilities include, but are not limited to:

Responsibilities:

- Producing accurate and reliable financial data including consolidated Ministry of Long-Term Care reconciliations and envelopes balancing on a monthly basis for Shalom Village Long Term Care Home.
- Preparing monthly financial reports, journal entries and account reconciliation for Shalom Village Long Term Care home and Apartment
- Preparing schedules of amortization of capital assets; deferred contribution and unspent foundation grant on a timely basis
- Reconciling intercompany transactions for all entities on a monthly basis.
- Preparing working paper for external audits, annual reconciliation reports and other Ministry reports for all Shalom Village entities.
- Communicating professionally and effectively with Senior Management team, Business office manager, peers, and departmental Managers.
- Monitoring and analyzing the financial department to develop more efficient procedures and proper use of resources while maintaining a high level of accuracy.
- Providing financial analysis and support to the senior management related to concerns, reporting issues and variance explanations.
- Preparing analysis, review and reconciliations for all Ministry reports including quarterly staffing report, subsidy worksheet, Ministry Long Term Care Annual Reconciliation Report and OHRS Management Information System report for the Long-Term Care.
- Prepare analysis, review and reconciliation for all Ontario Health reporting including quarterly CSS report and Annual Reconciliation Report, MIS report for the Assisted Living Apartment and Community Services.
- Preparing semi-annual HST rebate return working paper file for the corporate entities and process online filing when approved
- Responsible for analyzing information to ensure compliance with regulatory requirements and identifies opportunities for improvement.
- Analyzing specific Ministry Long-Term Care accounts related to special one-time funding and HINF expenses based on reporting requirements.
- Assisting in budget preparations providing analysis required to support budget process.
- Maintaining systems of internal controls for areas of accountability and ensuring documentation of such systems is kept up to date
- Updating various accounting / finance templates i.e. inter department reallocation, expense report to align with various guidelines, policies and procedures
- Assisting Financial Controller with development of new accounting process

**Acknowledged · Together · Home · Organization · Memories · Enablement**

**[www.shalomvillage.ca](http://www.shalomvillage.ca)**

- Developing strong working relationships throughout all levels of the organization, auditors and other external advisors.
- Other duties as required.

The successful applicant will possess the following qualifications:

- University degree (Business/Finance related)
- Professional accounting designation (CA, CGA, CPA, CMA, ACCA, FCCA) or equivalent working experience
- Related industry experience (preferred)
- Required experience in accounting analysis positions: 3 - 5 years
- Required experience in accounting finance roles: 5 - 7 years
- knowledge of Canadian GAAP
- Property accounting experience will be an asset
- Knowledge of industry specific accounting principles (preferred).
- Strong computer skills – ERP Software, Microsoft Office (required).
- Advanced Excel Skills
- Strong written and verbal communication skills
- Strong organizational and time management skills
- Ability to work in a fast-paced environment
- Self-motivated, creative and innovative
- Ability to Multitask and prioritize workflow
- Must have strong organizational and interpersonal skills.

Shalom Village is committed to diversity and inclusivity. We are excited to hire people whose skills, attitude, and abilities contribute to the success of the organization and who reflect the values of our community.

*\*\*Shalom Village recognizes that the right fit for a position is more than just a list of criteria. If you believe you may be a good candidate, but you don't meet all the criteria, please apply, and tell us why you're a great fit in your cover letter. You may be just the person we are looking for.*