



**Position Title: Senior Financial Analyst**

**Position Type: Regular/Full-time**

**Location: Mississauga, ON**

**Job Band: 9**

**Salary Range: \$40.60/hour to \$48.51/hour**

**Hours of work: 36.25 hr/week**

**Reporting to: Manager, Finance**

**This posting is applicable to: Internal/External Applicants**

**Skilled Trades Ontario (STO) is a Crown agency** responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Conducting research** in relation to apprenticeship and the trades.

The Senior Financial Analyst provides senior level financial analysis to support the development and implementation of business operations and financial management activities at Skilled Trades Ontario. This role is also responsible for budgeting and financial reporting, as well as the on-going operational support related to general ledger accounts.

**Responsibilities:**

**General**

- Leads the journal entry processing tasks and validates financial transactions in accordance with accounting standards.
- Prepares accounting schedules, notes and relevant supporting documentation for all financial transactions.
- Prepares and maintains a variety of FSA (financial statement accounts) continuity schedules, including detailed analysis for monthly variances.

- On a monthly basis, prepare and analyze all operating accounts, which include but not limited to bank reconciliations, accounts payable and accruals and master lead sheets.
- Support the annual audit(s) and identify gaps, risks, non-compliance, and provide recommendations on remedial actions where applicable.
- Support the monthly HST filings and applicable workbooks and schedules.
- Produces clear, well-structured documentation that supports reporting to internal and external stakeholders (including Ministry reporting).
- Prepare ad hoc reports, as requested.

#### **Month End**

- Provides senior level analysis of the financial status of STO related to operating accounts. Identifies and analyzes variances, trends, and current/projected financial issues. Provides business advice/recommendations and solutions related to corporate and individual department financial issues.
- Participates in the preparation of the monthly, quarterly and annual financial statements for STO in accordance with Public Sector Accounting Standards (PSAS).
- Prepares and monitors audit plans for STO's year-end financial audit. Support external reporting on an ad hoc basis.

#### **Budgeting**

- In conjunction with the Supervisor, Finance leads the coordination of the annual budget including timeline determination, preparation of templates for multiple divisions and preparation of consolidated reporting package.
- Prepare forecasting models, coordination of inputs and analysis of results.
- Provides actionable and analytical support to the operational departments.
- Prepare monthly cash flow forecasts.

#### **Qualifications:**

- University or College degree in accounting and/or finance.
- Accounting designation (CA, CPA) or working towards one would be an asset.
- Relevant years of relevant experience.
- Proficiency and experience with Microsoft Access and Excel and ERP systems (i.e. Trade Membership System).
- Ability to learn and develop new tools that add efficiency and accuracy to the internal financial reporting process.
- Ability to multi-task while working in a fast-paced environment.
- Ability to deliver high quality output under pressure and tight deadlines.

#### **Knowledge of:**

- ASPE, ASNPO, GAAP, theories, practices and standards to participate in the development of corporate financial planning, control and reporting policies, processes and systems.
- Financial control applications and standards, budget development and allocation processes, and revenue/expenditure analysis and reporting methods to coordinate STO's annual budget estimates process.

- Develop, implement and maintain financial policies and procedures to ensure business requirements are interpreted properly.
- Microsoft suite of products (Excel, Word, Outlook, Teams) and Enterprise Resource Planning (ERP) systems.

**Skills Include:**

- Analytical and problem-solving skills to conduct financial analysis of STO's accounts and identify, resolve or recommend solutions related to financial management.
- Communicates effectively, verbally and in writing, using a variety of communication methods to build productive relationships.
- Good conceptual and strategic thinking skills.
- Conscientious team player and demonstrated leadership strengths.
- Good project management and issues management skills to lead and participate in complex projects/initiatives.
- Demonstrated relationship management and negotiation skills to build effective business relationships and to work effectively with stakeholders on complex initiatives.

\*This job is represented by OPSEU

\*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume by **Monday May 26, 2025 at 5:00pm EST** to [careers@skilledtradesontario.ca](mailto:careers@skilledtradesontario.ca). Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: **STO-008-25 – Senior Financial Analyst**. We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.