

JOB OPPORTUNITY

Position Title: Financial Analyst

Position Type: Regular/Full-Time – *OPSEU represented*

Location: Mississauga, ON

Job Band: 8

Salary Range: \$38.13 to \$48.35/hour

Hours of work: 36.25 hours/week

Reports 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.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **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.
- **Researching** apprenticeships and the trades.

The Financial Analyst is responsible for providing financial analysis, reporting, and decision support to enhance the agency's financial performance. This role analyzes financial data, prepares forecasts and budgets, and identifies trends, risks, and opportunities to inform management decision-making.

The Financial Analyst prepares timely and accurate financial reports, monitors variances against budgets, and supports the development of financial models and business cases. The position also plays a key role in strengthening financial controls, improving reporting processes, and ensuring the integrity of financial information.

The Financial Analyst requires analytical, problem-solving, and communication skills, with the ability to translate financial data into clear, actionable insights for both finance and non-finance stakeholders.

Responsibilities:

General

- Prepares accounting schedules, notes, and relevant supporting documentation for all financial transactions, including bank entries.
- Supports accounts payable entries, including vendor invoices, employee expense claims and per diem payments.
- Monitors and verifies EFT payments to vendors, employees and other stakeholders
- Assists in preparing reports for internal and external stakeholders, including Ministry reporting.
- Identifies trends, risks, and opportunities in financial performance.
- Collaborates with departments to collect financial data and confirm assumptions.
- Acts as first point of contact within STO in the areas of assignment to resolve various financial processing issues, including discrepancies and coding issues. communicates documentation requirements and resolves problems.
- Administers and maintains the process steps and changes as required to meet internal user needs while maintaining sound accounting practices and internal controls.
- Reconciles general ledger accounts.
- Monitors financial transactions to ensure accuracy and compliance.
- Reviews AP/AR transactions to ensure accuracy and completeness.
- Assists in resolving discrepancies and ensure prompt processing.
- Supports the maintenance of sub-ledgers and related controls.
- Verifies financial transactions following accounting standards.
- Prepares ad hoc reports as requested.

Period Ends

- Provides analysis of the financial status of STO related to account balances. Identify and assess variances, trends, and current or projected financial challenges.
- Prepares and analyzes financial transactions and accounts, including but not limited to bank reconciliations, accounts payable, prepayments and accruals.
- Assists in preparing the monthly, quarterly, and annual financial statements for STO in accordance with Public Sector Accounting Standards (PSAS).
- Supports the annual audits and provide the necessary reports, analyses, and reconciliations.

Qualifications:

- Post-secondary degree, diploma or certificate in accounting, business or finance.
- Accounting designation (CPA) or working towards is an asset.
- 3 years of financial accounting experience.
- Experienced user of Microsoft Excel and Dynamics 365 Business Central.
- Experience in public sector or regulatory environments is an asset.

Knowledge of:

- Financial accounting and analysis theories, practices and standards.
- Internal control and reporting policies, processes and systems.
- Financial policies and procedures to ensure business requirements are interpreted properly.
- Microsoft Office suite of products (Excel, Word, Outlook, Teams).
- Financial/Accounting software systems.

What STO Offers:

- Work-life balance
- Comprehensive health and dental benefits
- RRSP matching (up to 6%)
- Employee Assistance Program (EAP) through TELUS Health with employee perks

How to Apply: Please submit your resume by **May 11, 2026** via ADP by either logging into **ADP → Myself → Career Center → Career Center Home** or using the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&ccId=19000101_000001&jobId=610332&lang=en_CA&source=CC2

Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

We thank all applicants for their interest and will only 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.