



Incumbent:		Department:	Finance
Reports to:	Scott Carson	Title:	Director of Finance
Location:	Guelph	Review Date:	

Job Profile:

The Financial Analyst will ensure accurate and timely completion of all month end reporting requirements and other ad hoc analysis as per requested, in addition to supporting the director of finance with the day to day and month end accounting and financial reporting requirements.

Primary Responsibilities:

- Preparation of month end journal entries and balance sheet reconciliations
- Review and update standards costs and the bill of materials
- Investigate root cause of cycle count adjustments
- Perform monthly and year-to-date variance analysis (Actual vs Prior Year; Actual vs Budget)
- Preparation of the month end dashboard
- Preparation of monthly HST returns
- Maintain capital asset register and reporting requirements
- Participate in year-end audit and budget preparation
- Provide support to AR and AP functions when required
- Perform ad-hoc accounting analysis as required
- Maintains technical knowledge by attending educational workshops
- Keeps financial information confidential

Required Skills and Attributes:

- Experience with preparing financial statements
- Experience with general journal and ledger functions and the month-end/year-end close process
- Excellent accounting software user and administrative skills
- A focused customer satisfaction approach in dealing with internal and external stakeholders
- Excellent personal organizational skills and professional attention to detail
- Excellent written and oral communication skills
- Demonstrated proficiency in Microsoft Office – Excel and Word

Education Requirements & Qualifications:

- Post-second Proven working experience as financial analyst; finance professional
- 3+ years of overall combined accounting and finance management experience
- Working towards or having a professional accounting designation (CPA, CA, CMA or CGA)

Working Environment:

- Open office, high traffic environment with appropriate facilities
- Office workstation cubical. Workstations are equipped with a desk, chair, filing cabinet, mid height partitions, integrated office phone, and computer.
- Hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break. Shift subject to change based on operational demand. Overtime may be required based on production and/or customer demands.
- Staff lunchroom facilities are located on the 2nd and 3rd floor.
- Physical activities will consist of extended periods of sitting, periodic filing, inter-office walking, and meeting room attendance.

Concast is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*. Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.

Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources @ HR@concastpipe.com