



Incumbent:	TBD	Department:	Finance
Reports to:	Scott Carson	Title:	Director of Finance
Location:	Guelph	Review Date:	January 2024

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 for multiple companies
- 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
- Complete daily indicators
- Enter in bank transactions for approval
- 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
- Help with the implementation of new ERP system (Microsoft Dynamics)
- 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
- Experience with Microsoft Dynamics is a plus

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.

Approvals (name / signature)

Manager:		Date:	
Director:		Date:	
Human Resources		Date:	

Employee Acknowledgement:

I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.

I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.

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