



Senior Analyst, Finance

ABOUT US

Campfire Circle has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

The Senior Analyst, Finance is responsible for supporting the day-to-day finance operations at Campfire Circle to lead finance transformation and improvement projects.

Reporting to the Director, Finance, the Senior Analyst will prepare journal entries, perform account reconciliations, ensure compliance with GAAP and adhere to company policies and procedures. They will actively support and lead finance transformation initiatives, including technology and systems implementation related to FP&A, accounts payable and general finance operations. Strong attention to detail, ability carry out assigned tasks independently and in a timely manner, and strong accounting experience are key components of this role.

The key accountabilities of this role include, but are not limited to:

1. Finance Transformation and Process Improvement:

- Plays a key role in the development, maintenance, and management of Financial Systems and assists with Enterprise Resource planning implementation.
- Identify, recommend, and implement strategies to continuously improve reporting and accounting for financial statement items and reduce risk.
- Provide support in research and detailed analysis as it relates to implementation of new systems and upgrade of existing systems.
- Delivers guidance, training and organizes workflow among other team members within and outside of the Finance department as required.

2. Accounting and Finance Operations:

- Leads, review and prepares monthly bank reconciliation.
- Supports preparation of other balance sheet reconciliations as required.
- Lead and manage running monthly departmental reports to be distributed to department heads.
- Participates in monthly/quarterly review and adjustments by department.
- Maintains the complete filing system to support financial records, and journal entries to reconcile accounts.
- Liaise with bank and broker to reconcile Gifts of Securities received.
- Prepares monthly revenue reconciliation from sub-ledger to bank.
- Performs period-end financial close responsibilities, including journal entries.
- Maintains company records in accordance with GAAP.



- Assists with the preparation of review and audit engagements.
- Supports the preparation of financial statements and annual budgets.

3. Financial Planning & Analysis:

- Assists in preparation of variance analysis (YTD, YoY, etc.).
- Assists in preparation of management forecasts as required.
- Leads review and preparation of capital assets schedule.

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- a) Actively pursuing CPA or completed CPA or other accounting designation.
- b) At least 3-5 years' generalist experience in the accounting.
- c) Bachelor's degree in accounting/finance or equivalent combined education and work-related experience.
- d) Knowledge of GAAP and associated procedures.
- e) Working knowledge of Financial Edge.
- f) Good written and verbal communication skills.
- g) Advanced Excel skills and strong knowledge of MS Office and Outlook.
- h) Previous implementation of new systems experience
- i) Clear police reference check and vulnerable sector screening

Advantageous Criteria:

- a) Flexibility to put in extra hours during peak times.
- b) Working knowledge of Raiser's Edge is an asset.
- c) Resilient problem solver and ability to take ownership.
- d) Excellent organizational skills and demonstrate accuracy and detail orientation.

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require that all staff must provide an attestation to having received their childhood vaccinations, and confirmation of a negative result in a two-step Tuberculosis ("TB") testing series. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must provide an updated Police Record with Vulnerable Sector Screening. We also require that all staff be currently eligible to work in Canada and for Campfire Circle.

WORKING CONDITIONS

- a) Open office work environment when in the office and flexible work from home is optional.
- b) Some flexibility in daily schedule to accommodate multiple timelines.
- c) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

COMPENSATION & BENEFITS



This position offers a competitive annual salary range of \$75,000 - \$80,000. In addition, Campfire Circle is invested in our staff's health, wellness and career growth. As part of the total compensation package for this role, we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements, and on-going professional development.

HOW TO APPLY

Please send a resume and expected salary to careers@campfirecircle.org with the email subject reading **2024044 – Senior Analyst, Finance**

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit www.campfirecircle.org - No phone calls please.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/work-at-campfire-circle/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.



Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishinaabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.