**Financial Analyst**

**Location: Working remotely with some in-person meetings at 10 Carnforth Road, Toronto**

The Canadian Bible Society (CBS) is looking for a dedicated Financial Analyst who will report to the CFO and will be responsible for various data analytics projects as well as assisting with the organization’s overall financial planning. They will support monthly revenue and expense forecasts, annual budget, variance analysis, and other projects requested by senior management and board members. The successful candidate will provide insights to support optimal decision-making within a leading non-profit by working closely to understand and evaluate key business trends and drivers and incorporate these into accurate and complete financial forecasts.

**Key Responsibilities:**

* Support the development of the annual budget, monthly and quarterly forecasts and monitor results versus budget and forecast working with business partners to complete this process.
* Become the subject matter expert with our financial reporting tools, such as JET Reports and Planning Maestro.
* Participate in process improvement initiatives and assist in special projects including the automation of tasks, such as importing donation data from the donor management system into the financial system.
* Provide training and promote and drive adoption of new processes across the organization.
* Work closely with business partners to determine root causes of financial performance and maintains focus on identifying ways to further improve the short- and long-term financial outlook.
* Work closely with business partners to develop and maintain dashboards that relate to financial data.
* Monitor and report on the financial performance of payments to other Bible Societies around the world.

**Requirements:**

* Bachelor’s degree in Business Administration, Accounting or Finance and working toward or hold a completed CPA designation with at least 2 years of experience in Financial Reporting/Financial Planning and Analysis
* Experience working for a non-profit organization as a Financial Analyst or similar
* Excellent in excel, financial modeling, budgeting, and forecasting, analyzing accounting data, and developing relevant reports that management can use to make data driven business decisions
* Experience with Microsoft Dynamics 365 Business Central would be an asset
* Enthusiasm to learn new systems quickly and work with others to optimize its functionality
* A strong communicator and listener
* Diplomatic bridge-builder that drives toward solutions
* Strategic, action-oriented, self-starter with strong initiative
* Commitment to working with cross-functional teams
* Organized with an ability to manage multiple projects and deadlines with ease

**What does the Canadian Bible Society Do?**

We are an interdenominational organization partnering with individuals, churches, and religious organizations who similarly believe that God’s Word changes hearts and lives. Whether in support of Canada’s latest incoming refugees or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

**To Apply:**

Please forward your **CV along with a cover letter** detailing your interest in this position and the Canadian Bible Society to [humanresources@biblesoceity.ca](mailto:humanresources@biblesoceity.ca) by October 4th 2021.

*Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.*