

Financial and Procurement Analyst

Who We Are

For over 100 years, The Elliott Community has had the privilege of providing care to citizens of Guelph and surrounding area. The Elliott offers resident-centered living choices for every stage of life, including independent living, retirement living and long term care. As a not for profit, charitable organization, we are dedicated to providing the highest quality of life for our residents in a caring and inclusive home-like community.

The Opportunity

Reporting to the Manager of Accounting Services, the Financial and Procurement Analyst is responsible for ensuring the accurate and timely compilation of financial information including general accounting, purchasing, procurement, reporting and analysis and contributing to the organizations financial health.

Responsibilities and Duties

- General accounting responsibilities for all operations including; general ledger, capital assets, cash management, account reconciliations, and budget maintenance.
- Provide support and expertise to directors and managers in the formation of budgets with direction from the Manager of Accounting Services, monitors budgets in comparison to actual and provides variance analysis as required.
- Preparation and distribution of monthly internal financial statements.
- Providing insight and variance analysis for monthly review with managers and directors to support decision making and operational efficiency.
- External financial reporting to meet numerous government/funding agency requirements.
- Coordination and purchasing of organizational procurement activities including but not limited to, obtaining quotes, purchasing supplies and contract administration for department leaders.
- Vendor performance management: developing and tracking metrics (KPIs) to evaluate key vendor performance, quality, and service levels and reporting preparation.
- Contract negotiation support for department leaders: providing analytical support during the negotiation of major contracts and agreements, focusing on pricing, terms, and risk mitigation.

The Ideal Candidate

- Professional experience including 3 - 5 years of accounting and procurement expertise preferably with healthcare or not-for-profit experience. May be in pursuit of CPA.
- Effective and open communication skills
- Independent problem solving and natural curiosity
- Responds to stress and deadlines in an effective and positive manner with the ability to prioritize
- Strong Excel and financial software skills, experience with MS Dynamics GP an asset
- Strong project/process improvement skills and interpersonal skills
- Sense of teamwork and willingness to work with others
- Vulnerable Sector Search Criminal Record check
- Must maintain an up to date immunization record including COVID-19 vaccination series and annual influenza vaccination

What We Offer

- Full time hours and a competitive compensation package with participation in the OMERS pension plan and extended health and dental benefits for qualifying staff
- A flexible work environment and an opportunity to collaborate with goal oriented professionals and make meaningful contributions in the lives of our residents

How to Apply

All qualified applicants please contact HR at humanresources@elliottcommunity.org. Applicants will be measured on the basis of their qualifications, skills and work performance.

The Elliott Community is an equal opportunity employer that values diversity in the workplace. We are committed to building a diverse and inclusive workforce that reflects the diversity of the community we serve. We welcome and celebrate the valuable differences among each of us and accept applications from all qualified persons.

We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance (In compliance with AODA, 2006, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly. Information collected during this process will be used for recruitment purposes only.