



## JOB DESCRIPTION

<b>JOB TITLE</b>	Business Operations Analyst – Accounting
<b>DEPARTMENT / PROGRAM AREA</b>	Corporate Services
<b>REPORTING TO</b>	Manager of Finance
<b>EFFECTIVE DATE</b>	October 2021
<b>SALARY</b>	Band 4

### JOB SUMMARY

Under the direction of the Manager of Finance, the Business Operations Analyst- Accounting will contribute to the Corporate Services team's success by providing reporting expertise, technology support and guidance with financial requirements.

The position will work closely with the senior leadership teams of DNSSAB and NDHC to develop and implement a framework through which business operational challenges will be reviewed, and initiatives prioritized to address the challenges in a systematic way. Special attention will be given to NDHC's finances to ensure budgets are in alignment.

Using advanced excel skills and financial management techniques this position will conduct financial analysis, perform reconciliations, and assist with Ministry reporting requirements.

The position will also support the Corporate Services department in business case writing and other special projects as assigned.

### JOB DUTIES AND RESPONSIBILITIES

1. Conduct financial analysis and perform various reconciliations;
  - Provide financial and business modelling and project support;
  - Build effective and cooperative relationships with key department employees and leverage Organizational Change Management to identify, prioritize and execute on key process improvement opportunities;
  - Collaborate with operations, data and technology groups to determine the root cause of issues facing the organization and its operations and devise appropriate solutions to existing and expected challenges;
  - Provide confidential support to the Human resources department in the functions of payroll, as they relate to financial transactions and reporting.
  - Assist with year-end processes for DNSSAB, including NDHC;

- Create or assist in the creation of reports, grant applications, and presentations for external partners, the Management Team, the Board, and Board Committees as required
- Provide ongoing support for process improvement initiatives and projects to ensure success in making improvements that are sustainable and effective;
- Assist with Ministry reporting requirements;
- Ensure finance and administration policies and procedures are accurately followed, as well as adherence to all ministry financial regulations and requirements;
- Contribute to and manage the forecast budget as assigned;
- Guide other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues;
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations, and ensuring accounting designation remain up to date;
- Develop business cases where directed that support the strategic plan of the corporation;
- Assist with technology support.
- **As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

## QUALIFICATIONS

- Diploma or Degree in Business Administration, Accounting, or Finance is required, an Accounting Designation is considered an asset;
- Three (3) years of experience in the field of accounting;
- Experience working in the public sector, and knowledge of Public Sector Accounting Standards is considered an asset;
- Excellent knowledge of computerized accounting processes and applications;
- Working knowledge of Microsoft Dynamics NAV and/or Yardi is considered an asset;
- Strong ability to influence others at many levels within the organization by building trust and strong working relationships;
- Excellent verbal and written communication skills to influence motivate and provide direction across all business lines;
- Excellent time management skills;
- Excellent facilitation skills to deliver persuasive messages across all departments;
- Tenacity and energy in leading change in the pursuit of quality and business improvement;
- Strong analytical skills and process focus;
- Advanced knowledge and use of Excel, Word, and Outlook;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Ability to work with team members to write business cases that support strategic objectives of the corporation;
- A valid Ontario driver's license and a vehicle available for use on the job;
- The ability to communicate in French as well as English is an asset.