

Financial Analyst

Greater Victoria Harbour Authority, a not-for-profit organization, owns and operates deep water, marina and upland holdings throughout Victoria's harbour. We envision a working harbour where people live, learn, work and play; a spectacular gateway into Victoria's past and into its future, with a vibrant look and feel, linking communities and all people together.

GVHA is an employer that believes in work/life balance and giving back to the community, we work in an environment that is open, friendly and collaborative. Our employees receive an attractive benefit package that includes such things as a fitness incentive and a day off for volunteering.

GVHA is looking for a Financial Analyst to join our finance team. We are looking for someone who is professional, reliable, comfortable in a dynamic work environment and loves to learn. This position will be responsible for generating financial analysis and reporting to contribute to the efficient operations and reporting functionality for the organization. There will be a strong focus on capital assets as well as company wide metric reporting.

We are looking for someone who has the following qualifications:

- Post-secondary education in a related field, Certificate in Accounting minimum
- Minimum 5 years of accounting experience including operational accounting and reporting, internal control systems, and financial information systems
- Minimum of 2 years of project accounting experience
- Proficient with all MS Office applications
- Experience using accounting software (Microsoft Dynamics GP preferred)
- Strong financial analysis and problem-solving capabilities
- Working knowledge of Accounts Receivable, Accounts Payable and General Ledger transactional processing
- Sound knowledge of appropriate controls and procedures to uphold accurate recording of financial and operational information and to meet internal control compliance requirements
- Ability to concentrate in a diverse and busy environment
- Ability to organize and independently manage workload while taking into consideration changing priorities, tight deadlines, volume of work and available resources
- Ability to provide concise and accurate information orally and in writing, including reports and correspondence suitable to the audience

Some of the key job duties include:

Analysis:

- Generates financial analysis for the finance and internal departments, as required
- Sets up and supports annual budget development
- Generates Special project/Capital project analysis and reporting
- Provides support for RFP and Business case preparation
- Assists with various metric reporting

Research:

- Researches and supports annual rate structures and reviews
- Researches new potential government or other funding opportunities
- Conducts research, prepares reports and provides some recommendations for financial decision-making purposes

Project Support:

- Financial resource person for Asset Management initiative
- Lead on Project Co-ordination including organizing and hosting monthly meetings of the Project Teams, and developing and co-ordinating Project oversight system
- Initiates reporting for Capital Projects to outside agencies

Reconciliations:

- Performs monthly balance sheet account reconciliations – Fixed Assets, WIP and Land
- Performs quarterly and annual Common Area Maintenance reconciliations for tenants

Accounting Administration:

- Oversees/resolves customer issues with Finance Administrator and Operations Team
- Creates and maintains operating and capital project numbering system and advises appropriate staff of updates as required
- Enters lease data into financial accounting system
- Assists in development and monitoring of Finance policies and procedures
- Provides back up when required for Finance Administrator
- Manages customer concession-based reporting such as percentage rent, fish offloading, facility maintenance fees, etc.
- Assists with providing actual compared to budget reports for expense accounts and projects as directed
- Assists with other finance projects and tasks when required
- Provides information and answers questions pertaining to GVHA harbour policies, port protocol, moorage rates, tourism, etc. from a financial perspective

Please submit your resume and cover letter outlining your experience and salary expectations to Brigitte Runkel brunkel@gvha.ca by 4:30 p.m. Tuesday, September 17th, 2019.