Finance Analyst – Vancouver – Full Time - $48,000 to $51,000

Tides Canada is a leading national charity that enables community-led transformation for a healthy environment, social equity and economic prosperity for all Canadians. We are seeking a detailed, reliable, responsive and tech savvy individual for this Finance Analyst role. The Finance Analyst supports the Tides Canada Finance Team by providing timely and accurate financial information to a variety of stakeholders. Stakeholders include projects on Tides Canada’s Shared Platform (~ 80%) as well as the broader Finance Team (~ 20%). The Finance Analyst responds to financial queries, provides financial reports and analysis and assists with ongoing improvements to systems and processes. Communication skills and the ability to manage a high volume of requests in a timely manner are crucial for this role. This role works collaboratively with other finance department staff and reports to the Finance Manager, Shared Platform.

Roles and Duties:
• Respond to financial queries from a portfolio of Shared Platform projects
• Ensure financial analysis and reports are timely and accurate, and meet organizational requirements and CRA regulations
• Review funder proposal budgets and funder financial reports
• Investigate variances, perform reconciliations and troubleshoot issues with revenue and expense transactions
• Respond to financial queries and provide technical support to other finance staff, Tides Canada management, and other stakeholders
• Collaborate with other finance staff to ensure effective and efficient financial management of projects and programs
• Prepare ad hoc financial analysis as required (may include year-end audit working papers, annual report support).

Candidate Requirements:
Essential:
• 3-5 years of finance administration experience
• High attention to detail paired with analytical and problem-solving skills
• Excellent written and verbal communication skills
• Ability to work with and learn multiple software systems
• Ability to prioritize and deliver multiple assignments in a fast-paced and changing environment
• Exceptional planning and time management skills
• Self-starter with initiative and the ability to work independently within a close-knit team environment
• Intermediate to advanced Excel skills

Preferred:
• An accounting certificate or diploma, or in final stages of achieving a certificate or diploma
• Experience with Netsuite or other ERP system
• Experience with Salesforce or other CRM system

How to Apply
Please send your cover letter and resume to careers@tidescanada.org. In your cover letter please share what you think makes you an ideal candidate for this role and why our organization is so compelling to you. Applications will be accepted until the position is filled. We thank you for your interest, but only those chosen for interview will be contacted.