



Title: Sr. Business & Financial Analyst

Status: Full time

Reports to: Vice President, Operations & Community

At the St. Joseph's Health Centre Foundation we are committed to continuing to transform St. Joe's as a leading community hospital that delivers the best care experiences to Toronto's west end. We are guided by our mission to inspire philanthropy from our community and raise the funds needed to support that transformation.

St. Joe's has provided care for millions of people in Toronto's west end for more than a century. Today it is one Canada's busiest community teaching hospitals, looking after a vibrant community of over half a million.

The Foundation has grown in recent years to be a leading community hospital foundation with a strong and engaged board of directors. We are looking for a new team member to join us and support the continued evolution of the organization. As a member of the team, he/she/they will help to create new spaces, modernize facilities and buy new equipment that will help to provide the best care possible for our community.

Position:

The Financial Analyst, along with the VP, Operations & Community, is responsible for the management of funds, from inception to closure. The Financial Analyst is also responsible for posting of donation revenues ensuring all gifts are recorded accurately and reconciled to the bank deposits.

We are looking for someone who is a strategic thinker with the ability to analyze and present data. Someone with impeccable attention to detail and an appetite for continuous process improvement.

Responsibilities:

Operations & Business Planning

- Support the team in business planning, performance measurement, reporting and data analysis
- Help to track and report on organizational key performance metrics
- Undertake research and financial analysis to support ongoing program development and innovation
- Help to coordinate special initiatives and projects

Finance & Analytics

- Support the development of annual budget and business plans, including data analysis, forecasting and multi-year modeling
- Help to draft materials for the Foundation Board and Finance Committee
- Provide administrative support for meetings with the Board's Finance Committee

- Develop financial reports and dashboards to inform fundraising and partnership strategies
- Monitor and coordinate disbursements and grants to the Health Centre
- Support donor prospecting and segmentation using database and applied technologies
- Verifying and coding invoices, employee expenses and corporate credit card reconciliations.
- Coordinate changes that are required to RE and/or FE to reconcile to bank deposits.
- Assist in the month end and year closing process.
- Supporting the Senior Administrative Officer with the processing of gifts and operating the donations office.

Donor Stewardship

- Support communication between the Health Centre and Foundation to monitor active projects (timelines, budgets and variances) and support donor stewardship
- Support Foundation team with donor fulfillment and meeting gift agreement expectations
- Support the planning and dissemination of pledge reminders with stewardship reporting
- Support the collection of content for major donor stewardship reports

The position requires:

- Relevant donor software/database experience (proficiency in BlackBaud tools Raiser's Edge NXT and Financial Edge are an asset)
- Bachelor's Degree in Business or equivalent, with a focus on accounting.
- 5-10 years' experience in financial accounting. A combination of relevant education and experience may be considered.
- Canadian Professional Accounting (CPA) designation or in the final stages is preferred.
- High Level of Proficient in Microsoft Office applications
- Ability to design, analyze, and prepare high quality and user-friendly financial reports to financial and non-financial stakeholders.
- Self-starter with initiative for continuous process improvements
- Exceptional attention to detail, strong analytical skills, self-motivated, proactive, and demonstrated excellence in organizing and prioritizing workflow in a high volume environment.
- Strong interpersonal skills and ability to interface with a wide variety of contacts including physicians, researchers, senior management, external auditors and development staff.
- Demonstrated ability to maintain confidential and privileged information with discretion
- Outstanding communicator both written and verbal
- Strong Team Player
- A strong Ability to manage multiple tasks simultaneously
- Demonstrated ability to develop work plans and move projects forward according to timeline
- Enthusiasm to support broader Foundation events and initiatives inside and outside regular work hours
- Willingness to learn and take on additional responsibilities if appropriate.

If you feel that you would be a great fit for this position and foundation, we invite you to **apply by 5:00PM on March 7, 2025** via the Unity Health website: <https://unityhealth.to/careers/> (Competition # 9171).

Applications will be reviewed on an ongoing basis before the application deadline closes.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.