



*Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to be a national leader in transitioning immigrant women to success in Canada. We are seeking an individual who shares our values of Equity, Excellence, Collaboration, Inclusiveness and Empowerment.*

*Empower Immigrant Women. Enrich Canadian Society.*

---

**Financial Analyst and Reporting**  
**Full time - 37.5 hours per week**  
**Competitive salary and benefits package**  
**Maternity Leave Coverage - 12 Months Limited Term**

**SUMMARY OF POSITION**

The Financial Analyst and Reporting is responsible for supporting the Finance Department and the Finance Manager in all aspects of financial reporting, budget, funder claims, accounts reconciliation and assist in audit. This position is also expected to be able to provide payroll back up and act on behalf of the Finance Manager when needed.

**DUTIES AND RESPONSIBILITIES**

- Prepare monthly financial statements for programs
- Prepare and review monthly program budget vs actual spending and variance analysis with the Finance Manager
- Maintain and update agency budgets
- Maintain IT inventory and assets schedule in conjunction with IT staff
- Provide cash flow statements to funders when required
- Overseas monthly reconciliation of deferred revenue, program account, general ledger and bank reconciliation
- Prepare monthly end and year end journal entries of scheduled batch transactions and adjust journal entries
- Maintain balance sheet continuity schedules and working papers
- Assist and complete accounts payables as required
- Assist supervisor with funder financial monitors and external audits
- Serve as back up to Payroll to ensure uninterrupted service during vacation periods or absences
- Other duties as assigned by the supervisor including requests for additional paid hours on a temporary basis when needed
- Attend and participate in agency events

**STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

**QUALIFICATIONS**

- Bachelor's Degree in Finance or Accounting
- 3-5 years related experience in Finance/Accounting

[www.ciwa-online.com](http://www.ciwa-online.com)

- Understanding of non-profit agencies' accounting methods
- Strong Microsoft Office skills, in particular Excel and Word
- High level of computer skills, Microsoft Dynamic GP knowledge considered an asset
- Second language is an asset
- Ability to work independently

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

**Human Resources**

Calgary Immigrant Women's Association  
Suite 200, 138 - 4<sup>th</sup> Avenue SE  
Calgary Alberta T2G 4Z6  
Fax: 403.264.3914  
Email: [careers@ciwa-online.com](mailto:careers@ciwa-online.com)

*The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.*