



COMPETITION

CAREER OPPORTUNITIES:

Ingenium - Canada's Museums of Science and Innovation is currently seeking a dynamic individual to fill the position of:

FINANCIAL ANALYST

Reference Number: 2019/2020-INGENIUM-081

Salary Range: \$64,140.11 - \$78,011.29 **Level:** 7(int)

Employment Status: Indeterminate / Full-time

Language Requirements: Bilingual (CBC/CBC)

Security Requirement: Enhanced reliability

Position Number: 9866

Branch: Finance and Administration

Who can apply? Ingenium - Canada's Museums of Science and Innovation employees

Summary of Duties:

Reporting to the Manager, Accounting Services, the incumbent will be tasked with many responsibilities such as; reviewing files for the quarterly financial reports; preparing reports for the interim and year-end audit, preparing budget reports on an ad-hoc basis, reviewing all travel related documents and claims, interpreting and updating processes and procedures, providing financial training to new employees and managers, reviewing and reconciling all MasterCard statements for accuracy and completeness, generating and distributing reports on a monthly basis and requesting adequate back-up and receipts. The incumbent will also reconcile data coming from different sources to ensure proper data integrity and limit the risks of fraud.

The standard weekly hours are: SWW 37.50 Hrs (5 days consecutive Mon. - Fri.)

Education and Experience:

As an ideal candidate, you have completed a Bachelor's degree in either Accounting, Finance, or Commerce. Preferable to possess a CPA designation or be in the process to complete a CPA designation.

You also have experience in the following areas:

- minimum of two (2) years working experience in a Finance division;
- in interpreting financial regulations and accepted practices;
- in dealing with Hospitality and Travel claims;
- with Financial Statements;
- in reconciling data;
- in customer service;
- in the use of MS Office (Word, Excel and Power point).

RATED REQUIREMENTS

Knowledge:

- of the financial system Microsoft Dynamics GP;
- of the financial policies, regulations and corporation procedures and practices as they relate to accounting operations and travel;
- of dealing with financial statements and chart of accounts.

Abilities:

- to work under strict deadlines;
- to coordinate multiple projects;
- to communicate effectively with co-workers;
- to perform complex calculations.

Personal suitability:

Effective interpersonal relationships

A high level of motivation and commitment

A high degree of initiative, pro-activity, and judgement

A high level of discernment, thoroughness and attention to details

Tact, discretion, diplomacy, integrity, reliability

Ingenium is committed to the principles of employment equity.

Ingenium – Canada’s Museums of Science and Innovation is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise the Human Resources representative should you require accommodation to attend an interview or participate in the selection process.

Résumés received for this position will not be accepted after the indicated closing time (midnight) and date.

Please note that only candidates who are selected for the next stage of this selection process will be contacted. As a result of this competition, we may establish an eligibility list that may serve to staff similar positions.

If you are interested in this opportunity, please forward your cover letter and curriculum vitae indicating the reference number **2019/2020-INGENIUM-081** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

Posting Date: September 11, 2019

Closing Date: September 24, 2019

Christine Laframboise
HR Manager, Staffing and Classification
Human Resources Branch
Ingenium - Canada's Museums of Science and Innovation

P.O. Box 9724, Station T
Ottawa, Ontario
K1G 5A3
Telephone: 613-991-5130



9866 - Financial Analyst / Analyste financier