



WINDSOR DETROIT BORDERLINK LIMITED

Position Status: Temporary Full-Time

Financial Analyst

Overview of Responsibilities

Reporting to the Manager of Finance, the successful applicant will:

- Assist in the development, review and presentation of financial information.
- Assist in the creation, documentation and monitoring of financial controls, policies and procedures.
- Perform financial analysis relevant to new and existing initiatives and programs.
- Record transactions in the Corporation's accounting system and subsystems.
- Assist with operating and capital budget development.
- Assist in the development of interim and year-end financial statements.
- Perform regular budget to actual variance analysis and reporting.
- Perform accounts payable, accounts receivable and other account reconciliations.
- Perform other duties as assigned.

Competencies and Qualifications

- Must have a University degree with a major in Accounting or Finance or Ontario Ministry of Education equivalency combined with minimum two (2) years' experience in a computerized accounting environment.
- A recognized designation in accounting will be considered an asset.
- Must be able to demonstrate advanced skills in Microsoft Excel.
- Must have extensive working knowledge of Microsoft applications such as Word and PowerPoint.
- Proficiency with PeopleSoft Financials will be considered an asset.
- High degree of organizational skills required.
- Must have a strong understanding of account reconciliations, budget analysis and financial statement presentation.
- Demonstrated ability to meet deadlines and manage multiple priorities.
- Must be available to work overtime during peak periods.
- Must have very strong and pronounced interpersonal and mediation skills.
- Should have knowledge of the Canada Labour Code Part II, its regulations and knowledge of the hazards associated with the work.

Note:

- All Windsor Detroit Borderlink Limited employees are required to be fully vaccinated as a condition of employment in accordance with WDBL's COVID-19 Vaccination Policy.