



Finance Analyst (Parental Leave Replacement)

At C-CORE, we are committed to investing in people and creating a dynamic and rewarding employment experience. C-CORE is seeking a **Finance Analyst** to join our Finance and Administration team. The Finance Analyst assists project teams with various tasks including the processing of accounts payable and accounts receivable, and supporting project financial reporting. If you are self-motivated, a team player, and committed to excellence, then this may be your opportunity.

C-CORE conducts R&D and provides research-based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 45 years, we have built a world-class team of over 80 dedicated professionals with a reputation for excellence in: Remote Sensing and Oceans & Energy. We are looking for outstanding employees to join our team. This position is located in our St. John's, NL office.

The Position

As the **Finance Analyst**, you will provide project cost and revenue reporting for project managers, be responsible for accounts payable and provide related financial and administrative support to the Corporate Services team. The Finance Analyst will report to the Accounting Lead. Specifically, your responsibilities will include:

- Provide project managers with regular project reports summarizing revenues and expenses, budget comparisons, and variance analysis as required;
- Prepare costing reports for projects and review and update forecasts with project managers responsible;
- Prepare financial submissions for grants and contributions;
- Review and interpret the commercial/financial terms and conditions in project contracts to ensure financial compliance and avoid disputes;
- Review and process supplier invoices, travel and business expense claims, payment requisitions, EFT, prepaid travel requests and other source documents for accuracy in details, amounts, signing authority, coding, supporting references and documentation, taxation, and compliance to policies and procedures;
- Update accounts payable and reconcile AP sub-ledger;
- Complete reporting and reconciliations for various accounts including prepaid expenses, travel, HST, etc.;
- Maintain vendor profiles, complete vendor credit applications, issue POs, and other vendor maintenance duties;
- Respond to project manager and vendor inquiries about invoices, outstanding payments, etc.
- Prepare monthly reconciliations of accounts, investigate discrepancies and prepare adjusting journal entries as required;
- Assisting with closing for month-end financial reporting;
- Providing supporting documentation for audits;
- Other related duties.

As a member of C-CORE's Corporate Services Team which provides broad business support services to the corporation, there will also be the opportunity to participate in other projects and duties as required.

Qualifications

- Demonstrate a minimum of 3-5 years of proven work experience working in accounts receivable, accounts payable, and/or project-related accounting experience, or equivalent education and experience;
- Solid understanding of basic accounting principles;
- Proven ability to calculate, post, and manage accounting figures and financial records;
- Excellent computer skills in particular in using MS Office, as well as hands-on experience with Excel Spreadsheets, have familiarity with accounting software packages and be able to quickly learn and adapt to software tools
- Excellent verbal and written communication and decision-making skills to be able to work with project managers and customers;
- Strong attention to detail and accuracy in your work;
- Self-motivated individual, and accustomed to working independently;
- High level of flexibility and excellent interpersonal skills;
- Great organizational skills and efficient multitasking ability with a high degree of accuracy;
- Problem-solving and analysis skills.
- CPA would be considered an asset

Salary & Benefits

C-CORE is committed to investing in people and creating a dynamic, rewarding employment experience. C-CORE offers competitive salaries and benefits, including attractive vacation entitlements and medical & dental plans. More importantly, we offer the opportunity for professional development, higher education, and personal growth.

Apply to

Please forward résumés of qualified candidates electronically to: careers@c-core.ca stating Finance Analyst in the subject line.

Deadline to Apply

May 3, 2024

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.