Position: Financial Analyst

Location: 1181 Hunt Club Rd, Ottawa, ON K1V 8S4

We are currently seeking a full-time Financial Analyst to join our Finance Department. We remain true to our core values that the root of our success lies with our people. Reporting to the Director of Finance, this role plays a critical role in supporting the organization's financial reporting, accounting, and compliance functions.

This position is responsible for assisting with month-end and quarter-end close processes, preparing financial reporting packages, supporting debt covenant reporting requirements, enhancing financial reporting processes and controls, and assisting with the integration of acquired businesses. The successful candidate will work closely with Finance and FP&A teams to improve reporting accuracy, consistency, and efficiency while contributing to strategic finance initiatives. Additional responsibilities include conducting financial research and analysis, analyzing financial statements, driving process improvements, and contributing to special projects as needed.

RESPONSIBILITIES:

- Assist with the monthly, quarterly, and annual financial close processes, ensuring the timely and accurate preparation of financial statements and supporting schedules.
- Prepare quarterly reporting packages required under lending agreements, including debt covenant calculations and supporting documentation.
- Support the preparation of Management's Discussion & Analysis (MD&A) and other internal and external financial reporting requirements.
- Assist in implementing standardized accounting policies, reporting processes, and internal controls across the organization to improve financial reporting rigor and consistency.
- Analyze monthly financial results, investigate variances, and provide meaningful commentary to Finance leadership.
- Prepare account reconciliations, journal entries, and working papers supporting the month-end close as required.
- Support annual audit activities by preparing schedules, responding to auditor requests, and maintaining supporting documentation.
- Assist with the financial integration of acquired businesses, including harmonizing accounting policies, chart of accounts, reporting structures, and financial processes.
- Participate in process improvement initiatives that enhance reporting efficiency, automation, and data quality.
- Collaborate with cross-functional teams to ensure financial reporting requirements are understood and executed effectively.
- Perform additional projects and responsibilities as assigned by the Director of Finance or Chief Financial Officer.

RELATIONSHIPS:

- Report directly to the Director of Finance and collaborate closely with the FP&A, Accounting, and Payroll teams.
- Build and maintain strong working relationships with directors, branch managers, operations managers, and other corporate and branch staff.

EDUCATION:

- Bachelor's degree in Business, Finance, or Accounting required; CPA designation (or working toward completion) is strongly preferred.

KNOWLEDGE/SKILLS:

- 3–5 years of progressive experience in financial reporting, corporate accounting, public accounting, or financial analysis.
- Strong understanding of accounting principles and financial statement preparation.
- Experience preparing month-end working papers, reconciliations, and financial reporting packages.
- Experience supporting audit processes and preparing supporting documentation.
- Experience with ERP systems (e.g., Sage 300) and financial reporting or planning tools is considered an asset.
- Excellent analytical, organizational, and problem-solving skills with strong attention to detail.
- Ability to prioritize competing deadlines in a fast-paced, evolving environment.
- Willingness to learn and succeed in the absence of defined process.
- Self-motivated, adaptable, and comfortable working with limited direction while helping establish and improve processes.

LOCATION (hybrid work model):

This position follows a hybrid work model, combining remote work with in-office presence based on the needs of daily responsibilities, specific projects, team collaboration, and scheduled meetings. Applicants must be flexible and available to work on-site at least two days per week. The office is located at 1181 Hunt Club Rd.

AVAILABILITY:

This position is a full-time, Monday through Friday, position although occasionally during peak times, extra hours outside of standard business hours, may be required.

PAY RANGE: $75,000 - $90,000 per year

TO APPLY: Please email your resume to Arvin Jain, Director of Finance, at Arvin.jain@switzer-carty.com.

Switzer-CARTY Transportation thanks all interested applicants, however only those selected for an interview will be contacted. Switzer-CARTY welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.