



SENIOR FINANCE AND ADMINISTRATION ANALYST

Position Description:

The Higher Education Quality Council of Ontario (HEQCO) is an agency of the Ontario government that brings evidence-based research to the continued improvement of the province's postsecondary education system. HEQCO is looking for a senior finance and administration analyst to provide financial, corporate and human resource administration services and support for the agency. The senior finance and administration analyst is responsible for assisting the director of finance and administration to provide financial and administrative services which ensure effective, efficient and accurate operations.

Responsibilities:

- Provide financial and accounting administration of HEQCO's budget, including budget preparation, forecasting and the analysis of actual expenditures against the overall budget
- Review all accounting transactions, including bank reconciliations, to identify and resolve errors and reconcile discrepancies
- Work with the corporate services administrator and HEQCO management to obtain expenditure inputs, update and track expenditures, provide status reports to the director of finance and administration, vice president of research and policy and the president/CEO
- Prepare a range of analyses and related reports detailing various financial and administrative data (e.g., overview of existing contracts, service providers) to support requests to the director by the leadership team, ministry, management board/treasury board and the board of directors
- Prepare quarterly and year-end financial statements for final review by the director prior to submission to auditors, the board of directors and the minister
- Provide board-approved quarterly financial statements to the ministry as backup rationale for requests for installments of HEQCO's transfer payment
- Provides guidance and mentorship to the corporate services administrator in handling day-to-day issues and to review all accounting entries for accuracy

- Prepare a variety of human resource documentation involving new hires, changes in employee status and changes resulting from new salary rules
- Act as HEQCO's primary contact with the external payroll service provider and the Ontario Pension Board to resolve issues impacting individual employee salary and benefits
- Act as the main contact on contractual arrangements with IT service providers responsible for IT maintenance and support, telecommunications and systems upgrades, including new IT hardware and software, as required
- Negotiate group insurance premiums and the content of coverage with HEQCO's insurance brokers (e.g., general liability, property, officers and directors, business interruptions)
- Act as the interface between the ministry and HEQCO for capital assets, leases and management of day-to-day facilities-related matters
- Work with internal and external auditors to review reports and materials coordinated by the corporate services administrator and to respond to escalated inquiries by auditors.
- Actively participate in and support all systems, programs, services and activities of the finance and administration team

Qualifications:

Education and Experience

- College diploma in bookkeeping, accounting, administration or a relevant field, including completion of some accounting courses.
- Minimum 5 years of financial and office administration experience involving bookkeeping, budget preparation, pension calculations, payroll administration and facilities coordination for a small organization.

Knowledge and Skills

- Knowledge of and skills in budget and financial analysis to balance budgets, reconcile accounts and prepare financial statements.
- Knowledge of payroll administration methods to administer the payroll for HEQCO through a third-party provider.
- Oral communication, relationship management and interpersonal skills to provide finance and administration services to internal management and staff and to liaise with service providers as a main point of contact for the resolution of service problems and contractual agreements.



- Mentoring skills to provide guidance to the corporate services administrator on day-to-day accounting and administrative problem resolution.
- Written communication skills to prepare data analysis summaries in support of financial reports and statements.
- Skilled in the use of financial and payroll software and office applications.

HEQCO is strongly committed to developing an equitable and inclusive community. We believe that diversity strengthens our work and our workplaces, and we encourage applications from racialized people, people of colour, women, Indigenous peoples, people with disabilities, the LGBTQIA2S+ community and others who may contribute to the diversification of our perspectives and ideas.

HEQCO operates remotely, and therefore work is conducted 100% from home using several online communication and collaboration tools.

This position will remain open until filled; however, review of applications will begin in late May. Candidates are strongly encouraged to submit their cover letter and resume to hr@heqco.ca by May 23, 2025. We thank all applicants but only those selected for an interview will be contacted. HEQCO complies with the *Accessibility for Ontarians with Disabilities Act, 2005* and its regulations. If you are contacted for an interview and you are a person with a disability who requires technical aids or alternative arrangements, please inform us of your needs and how we can be of assistance.

Hiring range: \$80,716 to \$94,960 per annum + defined benefit pension plan

To request HEQCO material in alternative formats, please contact info@heqco.ca.

