

REPORTING ADMINISTRATOR

Position Overview

The Reporting Administrator is responsible for ensuring accurate and timely completion of all Finance Department reporting, including management reports and regulatory filings. This person also supports ad hoc requests for management information.

Duties and Responsibilities

- Ensure accurate and timely completion of the following:
 - Monthly financial reporting
 - Reporting associated with the Annual Budget and periodic reforecasts
 - CRA reporting
 - HST and Municipal property tax credit applications and reporting
 - Reporting for specialized EHS programs such as Fundraising and Sanctuary Program
- Maintain a calendar for regulatory reporting requirements and ensure that deadlines are met
- Support requests for ad hoc management information reports and data requests
- Proactively identify new and improved reporting. Where necessary, engage with other members of the Finance team or other departments to ensure that the necessary data is collected and reported

Qualifications and Experiences Needed:

- Experience with QuickBooks Online, Excel, Word
- Strong analytical, organizational and interpersonal skills
- Ability to work with others

How to apply:

Send an email with your interest, reason for wanting to work with EHS and resume to the contact below. Please include "EHS Reporting Administrator Application" in the subject line.

EHS HR Recruiter

HR.Recruiter@etobicokehumanesociety.com