

BUSINESS CENTRAL FINANCIAL ANALYST

Location: Main Office, 8210 Yellowhead Trail NW, Edmonton, AB T5B 1G5

Full-time Permanent: Monday – Friday shifts

Closing date: posting will remain open until a suitable candidate has been found.

Habitat for Humanity Edmonton (Habitat Edmonton) is a charity operating in affiliation with Habitat for Humanity Canada and Habitat for Humanity International, whose vision is to see a world where everyone has a safe and decent place to live.

As well:

- Habitat Edmonton is a registered charity that brings communities together to help families, couples, and individuals build homes, communities, and hope.
- Habitat Edmonton is one of over 40 Canadian Habitats affiliated with Habitat for Humanity Canada, who in turn is governed by Habitat for Humanity International.
- In addition to being a registered charity, Habitat Edmonton facilitates home construction, manages a portfolio of affordable homes, empowers volunteers and homeowners, and operates a social enterprise that includes six stores.

Position

Habitat for Humanity Edmonton is seeking a full-time permanent **Business Central Financial Analyst** who will be responsible for supporting the transition to, optimization of, and ongoing use of Microsoft Business Central within Habitat for Humanity Edmonton.

Reporting to the Controller, this hybrid role bridges Finance and Technology by translating financial and operational requirements into system configurations, workflows, and reporting solutions. The position plays a key role in ensuring accurate financial data, strong internal controls, and efficient business processes across the organization.

The ideal candidate brings a strong accounting background, demonstrates initiative, thrives in an environment of continuous change, and brings energy and discipline to project coordination and system improvements. Familiarity with emerging AI capabilities and their application to financial processes is considered an asset.

Key Responsibilities

1. System Ownership & Optimization

- Maintain configurations (chart of accounts, dimensions, posting groups, workflows)
- Manage user access and roles in alignment with internal controls
- Coordinate system updates with IT and vendors
- Identify and implement process improvements automation opportunities, and AI-enabled efficiencies

2. Day-to-Day Accounting Operations

- Perform core accounting functions including:
 - Accounts Payable (invoice entry, payment processing)
 - Accounts Receivable (invoicing, collections, cash application)
 - General Ledger entries and account reconciliations
 - Bank and credit card reconciliations
 - Fixed asset tracking and depreciation
- Ensure transactions are recorded accurately and in a timely manner
- Support audit requirements with proper documentation and reconciliations

3. Month-End & Year-End Close

- Prepare and post journal entries
- Complete balance sheet reconciliations
- Support financial statement preparation
- Assist with year-end audit and working papers
- Ensure close timelines are met and processes are continuously improved

4. Reporting & Analysis

- Develop and maintain financial and operational reports
- Support reporting using Power BI and Business Central tools
- Assist with budgeting, forecasting, and variance analysis
- Provide insights to support decision-making

5. Data Governance & Integrity

- Maintain accuracy of master data (vendors, customers, chart of accounts, dimensions)
- Support data standards and data quality initiatives
- Ensure alignment between Business Central and integrated systems

6. Continuous Improvement & Automation

- Streamline accounting processes using system capabilities
- Support workflow automation using tools such as Power Automate
- Document and standardize procedures (SOPs)
- Identify and reduce manual processes

7. Training & User Support

- Provide ongoing support to Finance and operational users
- Develop training materials and procedures
- Deliver system and process training
- Promote consistent use of standardized workflows

Qualifications & Experience

- Bachelor's degree or Diploma in Accounting, Finance, Business Administration
- CPA designation (or working toward) is considered an asset
- Minimum 2 years of experience in accounting
- Hands-on experience with Microsoft Business Central
- Strong accounting foundation across AP, AR, GL, and reporting

Technical Skills

- Solid understanding of accounting principles and financial reporting
- Proficiency in Microsoft Excel and data analysis tools
- Experience with Power BI for reporting is an asset
- Familiarity with AI tools and capabilities in financial or operational contexts is an asset

Core Competencies

- Strong analytical and problem-solving skills
- Ability to translate business needs into system solutions
- High attention to detail and accuracy
- Effective written and verbal communication skills
- Ability to work collaboratively across departments
- Comfort operating in a fast-paced environment with continuous change
- Strong project coordination skills with a proactive and energetic approach

Key Relationships

- Reports to Controller
- Finance Team, IT and systems Team
- External Implementation Partners
- Operational Departments (e.g., Programs, Retail, Fund Development)

Success Measures

- Accurate and timely financial reporting
- Successful system implementation and adoption
- Improved efficiency in financial processes
- Strong internal controls and audit readiness
- High user satisfaction with Business Central

Alignment with Habitat for Humanity Edmonton Values

- Respect and the confident pursuit of excellence in everything we do.
- Working as One Habitat, leveraging collective experience towards common goals.
- Builds trust through every action made in integrity and with a compassionate heart.
- Passionately delivers quality experiences by taking full responsibility for our words, actions, and results.
- Serve as each other's biggest challengers and loudest supporters.
- View every decision through the lens of mission and sustainability.
- Embrace change as an opportunity to innovate and improve.
- Cultivate a safe and comfortable environment for all.

Benefits (if full-time permanent)

- After a successful 3-month probationary review, the employee is entitled to a comprehensive benefit package including health, dental, vision, travel assistance, accidental death & dismemberment insurance, life & critical illness insurance.
- Short-term and long-term disability coverage is provided.
- Employer-sponsored RRSP/TFSA plan.
- Employee assistance program.
- Safe, respectful, and healthy work environment.

To apply for this position, please submit a cover letter and resume to Kate Rozmahel, Chief Transformation Officer at krozmahel@hfh.org In your cover letter or email, please indicate your salary expectation for this position.

We thank all applicants for their interest. Please note that only candidates who have been selected for an interview will be contacted.

Habitat Edmonton embraces diversity and equitable opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, as we know that the more inclusive we are, the better our work will be. Our goal is to be a diverse workforce that at all job levels is representative of our community. This relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination, and other terms and conditions of employment. Habitat Edmonton ensures that all of our practices are in accordance with Alberta Human Rights Commission legislation and Alberta's Employment Standards Code.