



ABOUT MANITOBA BLUE CROSS

Manitoba Blue Cross was born out of a desire to protect our fellow Manitobans during life's most unexpected and sometimes challenging moments. This remains our driving force today and fuels our ongoing commitment to providing superior health and wellness benefits that are delivered with compassion and excellence in service.

As an independent and not for profit organization for over 40 years, we provide health, dental, employee assistance, disability, travel, and life coverage to over half a million Manitobans.

At Manitoba Blue Cross, our people are the key to our success! Consider becoming part of our team of professionals committed to providing exceptional customer service.

Join us as we serve our neighbours to support and strengthen our community.

POSITION: FINANCIAL REPORTING ANALYST

SUMMARY

Reporting to the Controller, the Financial Reporting Analyst will manage preparation of the annual budget and projection process, preparation of monthly and annual financial statements and preparation and filing of corporate tax returns. Responsible for board level, corporate level and departmental reporting, and performs account analysis, records transactions and reconciles accounts. Performs research and analysis into complex accounting and tax issues. This position will also have exposure to claims reserving process, reinsurance and Advisor commission system.

DUTIES AND RESPONSIBILITIES

- Manages the preparation of most board level, corporate level, and external departmental reporting.
- Manages the preparation of key internal financial documents including projections, budgets, and year-end financial statements. Responsible for preparation of year-end consolidation file, including the gathering of pertinent information for notes to financial statements.

- Analyses in-depth monthly financial statements including completeness checks and detailed variance analysis.
- Prepares and files annual corporate tax returns with some assistance from accounting firm.
- Monitors tax compliance. Calculates and files indirect tax remittances, including self-assessment of appropriate tax on out-of-province corporate purchases.
- Researches new tax issues related to the Corporation. This may include investigating and recommending solutions to GST and sales tax issues and calculating and filing input tax credits for projects and pension plans.
- Reconciles all National related claims and revenue accounts between other Blue Cross plans
- Calculates claim reserves and reviews with Controller and Underwriting to ensure adequacy of reserves.
- Completes reinsurance accounting and reporting, including preparation of quarterly payments and reconciling yearly results.
- Functions as a backup to the Financial Business Analyst with aspects of the Advisor commission process as required including review of group and change notices, system data entry, preparation, and calculation of commission, T4A preparation, and commission statement review.
- Completes various surveys and reports for outside companies/agencies.
- Participates in the development and maintenance of accounting reports designed to create departmental efficiencies using a variety of reporting tools including F9, Power BI and Excel with a significant focus on complicated spreadsheets with lookups and pivot tables.
- Participates in the development and improvement of accounting practices, processes, and procedures.
- Completes other projects or related duties as assigned.

QUALIFICATIONS & SKILLS

- Dedicated to the principles of exceptional service; committed to responding to, anticipating, and addressing customer needs for both internal and external customers.
- University or College degree with an accounting or finance major, a CPA designation with minimum 3-5 years' experience is considered highly desirable for this position.
- Solid accounting knowledge with a particular emphasis on the ability to perform reconciliations.
- Strong analytical, problem solving and mathematical skills with strict attention to detail and accuracy.

- Exceptional Excel skills, including pivot tables and a thorough knowledge of Power BI, Microsoft Word, and PowerPoint and various reporting and database applications. Good working knowledge of Great Plains Accounting system and SAP systems considered an asset.
- Experience in reporting to various levels of an organization including preparing reporting to the Board and Senior Leadership levels. Creativity using a combination of charts, dashboards, and verbiage to paint a simplified financial picture is required.
- Self-directed, with exceptional organizational skills and a proven record of managing and prioritizing multiple tasks within varied and dynamic timelines on an ongoing basis.
- Self-motivated and able to work independently with minimal supervision.
- Accepts personal responsibility for completing tasks and takes appropriate action as required.
- Excellent interpersonal skills with the ability to interact with all levels within the organization in a team environment.
- Exercises sound judgment, tact and discretion when handling confidential corporate records.
- Effective communicator with strong verbal, written and reporting writing skills.
- Enhanced knowledge of tax legislation for Manitoba, Ontario and Quebec sales tax, Manitoba premium tax and GST/HST.

We offer competitive salary, a generous employer-paid benefits package, a flex work schedule, generous vacation, and a health and wellness program with an on-site fitness centre.

We are committed to creating a rewarding environment to foster learning and development for our staff.

If you are interested in joining our team, please forward a resume and cover letter, indicating salary expectations, by May 11 by applying at [Financial Reporting Analyst - Application](#). We look forward to reviewing your application.

All qualified applicants will receive consideration for employment without regard to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Only those being considered for the selection process will be contacted.

Visit us at [Careers | Manitoba Blue Cross](#) for information on why Manitoba Blue Cross is a Top Employer award winner in Manitoba