



FINANCIAL CLAIMS ANALYST

About Digital Technology Supercluster

Ahead of the curve starts here. The Digital Technology Supercluster is building a better Canada by growing Canadian businesses, creating a digitally skilled workforce and positively impacting lives across our Country. We accelerate the development and adoption of digital technologies that keep Canadians healthy, address climate change and drive economic productivity.

Find out more at <http://www.digitalsupercluster.ca>

About the Position

The Financial Claims Analyst will report directly to the Controller and support financial and project reporting and analysis. The role encompasses two key priorities; the first is to liaise with identified proponents and our internal finance team to provide and verify essential financial information. The second is to collaborate with the Programs team to ensure timely, accurate project financial reporting is achieved. This role will actively engage with internal staff at all levels as well as external stakeholders to ensure smooth operations, solid internal controls and achievement of company objectives

Currently, this role will be remote. Once restrictions have been relaxed, this full-time position will be based in downtown Vancouver, with a flexible hybrid work arrangement.

Key Responsibilities

- Responsible for conducting detailed project claim reviews; validating and seeking clarification from proponents on all relevant details of the costs
- Review, verify, validate, process and approve project claims
- Ensure thorough documentation of claims review, such as documenting the verification of supporting documentation, discussions with project proponents, any testing and sampling rationale, etc.
- Provide regular project reporting updates to key stakeholders
- Contribute to the financial analysis of project related KPIs
- Support the preparation of regular project cost forecasting
- Provide regular status updates, ensuring all claims are processed promptly and assist the Senior Financial Analyst with managing the claims review workflow
- Contribute to the preparation of required reporting and reconciliation to DTS funding providers
- Support the year-end audit, preparing and providing claims related information
- Proactively identify and/or participate in DTS systems changes, enhancements or implementations which impact project reporting
- Assist finance team in maintaining and improving guides, manuals or any material related to project claims, eligible project costs, etc.
- Supporting leadership with other aspects of financial processes, analyses and reporting as required

Qualifications

- University degree in Finance, Accounting or related field
- 2-3 years of related experience in financial analysis, reporting, accounting and/or auditing
- An accounting designation or working towards one
- Audit or claim review experience is considered an asset

Requirements

- Strong accuracy, attention to detail, and analytical skills
- Strong organizational and time management skills
- Some knowledge of not-for-profit accounting rules and/or experience with government funding programs is an asset
- Demonstrates a positive, can-do attitude and can manage competing priorities in a deadline-driven environment
- Ability to effectively communicate both verbally and in writing
- Ability to apply professional judgment, work independently, pro-actively and with minimal supervision
- Experience in a start-up or a fast-paced, deliverables-based environment is an asset