



BUDGET ANALYST

You have an inquisitive mind and enjoy digging deeper to find a solution. You're a great communicator and have the natural ability to make recommendations based on your findings. Seymour Pacific is looking for a Budget Analyst to perform regular analysis of project budgets and producing reports. The ideal candidate has a knack for data and understands how numbers impact the business.

The Budget Analyst is responsible for working with the Director of Cost and Project Controls to accurately prepare and forecast operating budgets for new multi-family residential construction projects. The role analyzes historical and incoming data from other departments and interfaces the information in the applicable software system. The Budget Analyst also prepares and communicates monthly cost reports and liaises with internal departments regarding variances.

RESPONSIBILITIES

- Interpret financial models for future planning
- Reviewing data quality and reporting on data trends
- Leading monthly financial meetings and program reporting
- Assisting in development of monthly forecast, annual budget process
- Analyzing cost center detail and explaining variances
- Preparing monthly and year-to-date financial reports for distribution to management
- Participating in the preparation and enhancement of monthly, quarterly, and annual reporting packages for internal and external purposes
- Forecasting and budgeting accountability
- Tracking and monitoring results

REQUIREMENTS

- Post-secondary education in accounting or finance
- Minimum 2 years combined experience in finance and financial analysis
- Demonstrated knowledge and experience with generating and maintaining complex automated reporting facilities
- Demonstrated success in working effectively both independently and as part of a team
- Ability to prioritize and complete a variety of incoming tasks with varied deadlines
- Advanced skills in Excel and accounting-related software

BENEFITS

- Employer paid medical, dental, and vision coverage
- \$170 yearly fitness benefit
- Registered Pension Plan
- Breakfast and Lunch provided daily