

**FINANCIAL ANALYST**  
**MAXIMUS Canada – DeltaWare Division**

The DeltaWare division of MAXIMUS Canada provides employees with exciting career and development opportunities. As a member of the DeltaWare team, we offer you a competitive compensation and benefits package, innovative and challenging projects, and the opportunity for advancement. DeltaWare was recently recognized as both a *Top Employer in Atlantic Canada* and a *Top Employer of Young People* by Mediacorp.

**RESPONSIBILITIES (could include, but are not limited to):**

- Assist with preparation of month end including preparing journal entries, maintaining various balance sheet schedules and reconciling AP, AR and bank transactions;
- Assist with quarter end submission including meeting with various groups and management to update forecasts, preparing variance reports, and reconciling transactions;
- Assist with preparation of annual tax return, compile data, and serve as first point of contact for account queries;
- Prepare monthly key corporate and project performance indicators; and
- Work with unit managers and project managers to conduct financial analysis of projects (benefits analysis, budget impacts, task cost breakdowns, etc.).

**SKILLS AND EXPERIENCE:**

- University graduate, with a major in accounting or finance, or suitable combination of education and relevant work experience;
- Minimum of 1-2 years of work experience in an accounting or financial analysis role;
- Extensive experience and demonstrated proficiency using Microsoft Excel;
- Proven analytical skills and strong attention to detail;
- Ability to adhere to strict deadlines and work on multiple items with a strong sense of urgency; and
- Demonstrated interpersonal and communication skills with a solid work ethic.

DeltaWare employees are required to travel periodically. If you are interested in being considered for this position, please submit a resume to:

DeltaWare Division of MAXIMUS Canada  
Atlantic Technology Centre  
176 Great George Street, Suite 300, Charlottetown, PEI C1A 4K9  
fax: 902-628-4660 or email: [hr@maximuscanada.ca](mailto:hr@maximuscanada.ca)