
Come Build a Career At SHEPP
Financial Analyst
(Permanent Full-Time Position)

Established in 1962, SHEPP is a multi-employer, defined benefit pension plan which serves the healthcare industry in Saskatchewan. With over 61,000 members and over \$9 billion in assets, SHEPP is the largest defined benefit pension plan in the province. We strive to deliver professional pension administration services through a team of passionate, qualified and dedicated individuals. We believe in the organisation's culture and positively impact it every day. We are committed to serving the best interests of our members by delivering a consistent experience to all stakeholders, that is guided by our service standards. We provide our employees a valuable work experience, a competitive compensation package and the opportunity to integrate work and life in a healthy and effective way.

As a valuable member of the Finance Department, the Financial Analyst is responsible for the coordination of employee payroll, accounts payable, accounts receivable, account and general ledger reconciliations, assisting with financial reports and audit preparations, maintaining financial controls, and assisting with the budget process. In addition, this position will provide backup for payments to the Plan's member and beneficiaries. The Financial Analyst will also be responsible for providing accurate, timely, helpful, and approachable service in their day-to-day interactions with internal staff and external vendors.

Qualified candidates will possess a post-secondary degree in commerce, business administration or related field, supplemented by three or more years of progressive accounting experience preferably with exposure to pension accounting. Successful candidates must have or be working towards a CPA designation or committed to a professional accounting program. A PCP designation is considered an asset but not necessary. A combination of equivalent education, training and experience will be considered.

To succeed in this position, you will have thorough knowledge of accounting & payroll principles and practices including an understanding of income tax standards. You will have excellent analytical, problem-solving and decision-making skills along with the ability to plan, organise and manage complex projects in a self-directed environment. You will also have advanced knowledge of Microsoft Office Excel and Word and are proficient in English with excellent written and verbal communication skills to deal effectively with others.

Position Details: SHEPP strives to offer programs and benefits that encourage physical and mental well-being for employees, as well as their families. Based on eligibility, benefits include extended healthcare and vision coverage, dental, Employee & Family Assistance Program (EFAP) and enrollment in our defined benefit pension plan. In addition, we recognise the importance of flexibility and work-life balance and offer hybrid work arrangements, flexible work hours, earned days off (EDOs), personal time, as well as paid sick leave.

Salary Range: \$68,388 - \$85,485 (based on qualifications and skills)

Please submit your resume to Lauren Taylor, HR Specialist, no later than February 8, 2023, to careers@shepp.ca.