

**Position:** Financial Analyst  
**Location:** Toronto, ON  
**Status:** Full-time, Permanent  
**Salary:** Commensurate with level of experience

*The Retirement Homes Regulatory Authority (RHRA) is a self-financing authority independent of government, with the mandate to license and inspect Ontario's more than 700 retirement homes where over 50,000 seniors live. The RHRA is an agent for positive change, by working with the retirement homes sector to increase the protection, safety and well-being of our aging population.*

*The RHRA administers the Retirement Homes Act, 2010, which involves licensing homes, educating licensees, consumers and the public about the standards regulating retirement homes, carrying out inspections of retirement homes, and taking compliance and enforcement action as needed. The RHRA's guiding principle is that a retirement home should be a place where residents live with dignity, respect, privacy and autonomy, in security, safety and comfort and can make informed choices about their care options.*

**The RHRA offers a great working environment, learning and development opportunities, work-life balance and, a competitive compensation and benefits package.**

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As an integral member of the Finance team, the **Financial Analyst** will undertake a wide range of activities requiring the application of advanced professional knowledge of accounting concepts, principles and practices. Reporting to the Controller, the successful candidate's primary focus will be:

#### **Finance Planning and Budgeting**

- Providing analytical support on financial plan and processes.
- Assisting in the development and implementation of financial plans.
- Supporting the development of the annual budget and consolidated budget with transparent estimates and assumptions.
- Overseeing the templates required to develop the annual budget and budget uploads into the financial system.
- Assisting in budgetary controls – allocations, 'calendarizations', annual and in-year forecasts to support the monthly, quarterly and year-end reports.
- Performing budgeting/forecasting, prepares cash flow statements and conducts analysis of spending and proposals.
- Monitoring current year expenditures against budget, assesses impact of forecast changes, prepares reports on status/variances and issues for review by the Controller to support effective decision-making.

#### **Policies, Processes & Procedures**

- Supporting the development, implementation and/or management of financial processes, systems, tools, policies, controls, and reporting and tracking systems, to ensure the effective management of the organization's finances, and the accuracy and quality of information.
- Answering accounting procedure questions by researching and interpreting accounting policy and regulations.

**General Accounting**

- Performing full cycle of accounting, including Accounts Payable and Payroll.
- Maintaining a general ledger system, including making journal entries from source documents.
- Ensuring all source documentation and other backup is matched to journal entries, digitized in accordance with Records Management and Retention policy, and available for review.
- Ensuring accuracy of financial information, correct allocations to department and ledger accounts, and proper reconciliation with related information (e.g. payroll; bank reconciliations etc.).
- Performing various month-end activities, including journal entries, account reconciliations and financial statements preparation.
- Assisting in year-end processes including the preparation of year-end working papers.
- Acting as a backup for the Accountant when required.

**Financial and Management Reports**

- Developing monthly financial statements, schedules and reports.
- Preparing timely and accurate periodic and ad hoc financial analyses and management reports for internal use by senior management in the ongoing effective management of the organization and to external stakeholders.

**Minimum Qualifications:**

- 3 to 5 years' experience in finance, preferably in a similar role
- A Bachelor's Degree in Accounting/Business or Finance
- Completion or working towards an Accounting Designation (CPA)
- Solid experience in preparing payroll and related payroll accounting.
- Previous experience processing payroll using ADP would be an asset.
- Good working knowledge of QuickBooks and/or other accounting software programs.

**Required Competencies:**

- Thorough knowledge of accounting principles, budgeting, financial analysis, reporting and controls, forecasting and business planning.
- Ability to identify financial trends, investigate financial errors, omissions, variances and recommend solutions.
- Strong research and problem-solving skills to identify potential issues relevant to financial reporting and develop and implement practical solutions to such issues.
- Sound understanding of financial and operational performance management processes.
- Experience utilizing MS Office Suite of programs at the intermediate to advanced level.
- Strong computer skills including knowledge of and experience with computerized financial information systems.
- Strong written and verbal communication and presentation skills to liaise effectively with senior management, staff and external parties and to present information in a confident, credible and mature manner at all levels.

- Effective interpersonal skills with the ability to relate to people at all levels within the organization.
- Highly organized with the ability to plan, prioritize, work independently and manage responsibilities.
- Distinct ability to meet critical deadlines without compromising quality and accuracy.
- High level of professionalism and discretion with confidential information.
- Strong business acumen and the ability to think creatively and deliver "new ideas".
- Commitment to excellence and collaborative teamwork.

**Other Requirements:** Satisfactory Professional and Criminal Reference Checks.

Interested candidates should submit their cover letter and resume to [careers@rhra.ca](mailto:careers@rhra.ca) by October 1, 2018. We thank all applicants; however, only those under consideration will be contacted.

*RHRA has a diverse workforce and is an equal opportunity employer. We welcome and encourage applications from people with disabilities and, accommodations are available on request for candidates taking part in all aspects of the selection process.*