

Position: Financial Analyst
Location: Toronto, ON
Status: Full-time, Permanent
Reports to: Senior Manager, Finance
Salary: Around \$60,000 - commensurate with level of experience

The Retirement Homes Regulatory Authority (RHRA) has the mandate to license and inspect Ontario's more than 770 retirement homes where over 60,000 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.

Are you a team player with advanced professional knowledge of accounting concepts, principles, and practices? Are you interested in having exposure to the broader financial management of an organization and are also willing to be hands-on in supporting all the functional duties of a small, dedicated team? If yes, then this could be the opportunity for you.

The RHRA is seeking candidates for the role of **Financial Analyst**, who, as an integral member of the Finance team, will focus on the financial activities of the organization, collection, and input of financial information. This includes journal entries, preparation of financial reports, financial analysis, meeting regular reporting requirements, and performing other duties and tasks in support of the activities of the Finance team. The Financial Analyst will also perform full cycle accounts payable duties and undertake other responsibilities to ensure continued good standing with RHRA's vendors, licensees, residents, and employees. Key responsibilities include:

Financial Reporting

- Providing support to the Senior Finance Manager on financial plan and processes.
- 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 (and external stakeholders) in the ongoing effective management of the organization.
- Tracking actual expenses against Budget.

Full Cycle Accounts Payable

- Downloading and/or receiving and verifying invoices with procurement and other department supervisors.

- Obtaining approval for payment processing in accordance with RHRA Authorization Limits and Signing Authority Policy.
- Posting and processing invoices and other payables in accounting software; ensuring correct tax, G/L, and cost center coding; providing accurate and consistent description of line items for analysis and reporting purposes.
- Processing ACH, Wire, Transfer and Bill payments via online banking system.
- Tracking Emergency Fund Payments and Administrative Monetary Penalties.

Month End Duties

- Performing Monthly reconciliation of balance sheet accounts and subledgers.
- Booking general ledger journal entries.
- Performing Bank Reconciliations.
- Reporting WSIB and HST online and remitting payments on time.
- Maintaining monthly and annual reconciliation reports and developing other reports in Excel.
- Collecting and/or receiving and verifying department reports and assembling the Monthly Book.
- Downloading and filing backup documents for Banking, HST, WSIB and other online reports for audit purposes.

Provide ongoing support to the Finance team

- 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.
- Responding to accounting procedure enquiries by researching and interpreting accounting policy and regulations.
- Maintaining good information security habits and processes; observe, enhance, and promote information security awareness and culture.
- Staying informed of regulatory requirements; keep up to date with industry trends; ensure continuous improvement through professional education and application of best practices in accounting.
- Providing audit support.
- Coordinating with The Senior Manager, Finance regarding management of Cash Flow
- Performing general administrative duties, participating in special projects and assignments, acting as backup within the team, and performing ad hoc tasks for the Controller and Senior Manager as requested and required.

Position Requirements:

- Bachelor's degree in accounting, finance, or related field and working towards CPA designation.
- Strong verbal and written communication skills.
- Proactive, with very good interpersonal skills and ability to adapt.

- Excellent numerical and analytical ability with distinct accuracy and attention to detail.
- Thorough knowledge of accounting principles and bookkeeping procedures.
- Proficient in MS office products; advanced Excel skills, including V-lookup and pivot tables.

Other Requirements: Satisfactory Professional and Criminal Reference Checks. It is anticipated that this position will work from the RHRA's Toronto office, with some flexibility for working from home, once the office reopens. Until that time, this position will be required to work from a home office. Appropriate computer equipment will be provided.

Interested candidates should submit their cover letter and resume to careers@rhra.ca by September 13, 2021.

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. We thank all applicants however, only those under consideration will be contacted.