

Position:	Procurement and Accounting Associate
Location:	Toronto, ON – RHRA operates in a hybrid working environment
Status:	Permanent, Full-Time
Reporting to:	Interim Director, Finance
Salary:	\$71,645 to \$89,556 – Commensurate with level of experience
Vacancy Status:	One (1) open position

About us:

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 780 retirement homes where over 70,000 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.

Position Summary:

Reporting to the Interim Director, Finance, the **Procurement and Accounting Associate** plays a key dual role within the Finance team by supporting both procurement administration and core accounting activities. The position ensures all procurement processes are fully documented, approved, and compliant with organizational policies. In parallel, the role provides accounting support through routine transaction processing, basic reconciliations, and ad hoc financial analysis. With strong attention to detail, organizational discipline, and commitment to process integrity, this role contributes to the smooth, compliant, and efficient functioning of Finance operations.

Key Responsibilities:

- Maintain complete, accurate, and audit-ready procurement files in accordance with the seven-year record retention requirement.
- File and organize all procurement documents, including business cases, approval forms, RFx materials, submissions, evaluation documents, contracts, contract amendments, and correspondence.
- Work closely with Project Sponsors to produce and/or gather all required documentation and verify completeness before procurement stages proceed.
- Provide support in posting of RFPs, RFIs, RFQs and liaise with vendors.
- Ensure procurement requests meet all required approval thresholds and reflect the correct procurement method as defined in the Procurement Policy and other applicable requirements and standards.
- Prepare, issue, and track purchase orders; distribute finalized contract materials once approvals are complete.
- Maintain organized digital records and consistent file naming conventions to support audits, legal inquiries, or supplier debriefings.

- Maintain vendor of record files for ongoing activities such as translation, legal counsel, design, and research.
- Track contracts start and end dates and assist with the documentation associated with contract renewals or amendments.
- Process routine financial transactions (A/P, A/R, and basic journal entries).
- Assist with minor account reconciliations (e.g., balance verifications, supporting schedules).
- Provide ad hoc financial analysis, such as gathering data, preparing simple summaries, and producing preliminary reports or insights to support management decision-making.
- Contribute to month-end or quarter-end closing tasks as assigned by Finance leadership.
- Support the Finance team during peak workloads, audits, or special projects.
- Maintains filing of finance documents in accordance with Records Management and Retention Policy.
- Undertake additional assignments or special projects as required.

Minimum Qualifications:

- Completion of a post-secondary education in a related discipline such as Accounting, Finance, Business Administration, Supply Chain Management or related field.
- 1 to 2 years of experience in finance, accounting, procurement administration or similar roles.
- Experience in regulatory, public sector, or not-for-profit environment is an asset.

Required Competencies:

- Excellent attention to detail and high accuracy in documentation while working in a deadline-driven environment.
- Strong organizational and digital file-management capabilities.
- Strong verbal and written communication skills and ability to work collaboratively with Project Sponsors and Finance colleagues.
- High integrity and discretion when handling sensitive or confidential information.
- Understanding of basic accounting processes and financial documentation.
- Ability to interpret, follow, and uphold structured approval workflows.
- Knowledge of procurement practices, vendor management, and contract administration.
- Effective organizational and time management skills with the ability to manage competing priorities.
- Analytical and problem-solving skills to identify discrepancies and recommend solutions.
- Ability to ensure adherence to organizational policies, audit standards, and financial reporting requirements.
- Ability to work both independently and collaboratively in a small and cross-functional team.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Bilingualism in French and English is an asset.
- Don't check all the boxes? We encourage you to apply anyway!

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

Other Requirements:

Satisfactory Professional and Criminal Reference Checks. RHRA currently operates in a hybrid work environment. Required office equipment (laptop, headset, softphone) will be provided. Please note that applicants who receive any conditional offer of employment from RHRA may be required to provide proof that they are double vaccinated with a COVID-19 vaccine approved by Health Canada as a condition of employment and to maintain their status as fully vaccinated as a condition of continued employment. RHRA will consider individual requests for accommodation by applicants who cannot be fully vaccinated due to grounds protected under the Human Rights Code.

Accommodation:

Retirement Homes Regulatory Authority (RHRA) has a diverse workforce and is an equal opportunity employer. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

Application process:

Retirement Homes Regulatory Authority (RHRA) invites applications from all qualified individuals. The RHRA is committed to equal opportunity, diversity in the workplace, equity and reconciliation, and welcomes applications from Indigenous people, Black and racialized groups, people with disabilities, 2SLGBTQ+ people and women.

Interested candidates may submit their **cover letter and resume** to careers@rhra.ca by **April 30, 2026**.

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