

**Position:** Financial Analyst  
**Reports to:** Manager, Human Resources  
**Position Type:** Accounting  
**Position Level:** Level B  
**Location:** Toronto, Ontario, Canada

## KEY ACTIVITIES

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### Finance

- Responsible for all the accounting processes, tools and systems.
- Provide direction and guidance, and advise management with respect to accounting and financial issues.
- Report company financial information to management, the CEO and the parent company.
- Ensure that financial controls adhere to generally accepted accounting principles (GAAP).
- Assist with the annual external audit.
- Undertake regular financial analyses, including budget vs. actual, margins, forecasting.
- Assist with annual corporate budgeting process.
- Lead annual SRED submissions and support the tax accountant with the tax return.
- Lead annual insurance application process.
- Lead the establishment of the company's adherence to IFRS.
- Lead the conversion of the accounting system to the new corporate standard.
- Assist related companies in their conversions to the corporate accounting system.

### General Accounting Responsibilities

- Prepare daily bank deposits
- Responsible for accounts payable and receivable
- Government Remittances
  - Ensure the following government remittance obligations for GST, PST, EHT and WSIB are met on time
- Communicate with the government when necessary regarding remittances or other issues and obligations as they arise
- Lead the purchasing process
- Ensure accounting and finance processes are followed by all staff
- Ensure that accounting and finance processes are accurately documented

### Month End Accounting Responsibilities

- Undertake month end procedures
- Monitor entry of all staff time; follow up where necessary
- Ensure invoice cut-off is proper
- Assist in the preparation of invoices and distribute to customers
- Under take all entries into the accounting system of all transactions for the month
- Analyze the accounts to ensure accuracy of balances
- Prepare monthly financial statements and internal reports

### **PMIO Responsibilities**

- Own the project control processes including project charters and budgets .
- Provide project managers with the framework, templates and processes required for projects and reporting to internal stakeholders.
- Ensure that project managers adhere to the PMIO reporting timelines and requirements.
- Owner of the time management tools.

### **Supporting Responsibilities**

- Assist the VP, Energy Markets with various financial and PMIO tasks including analysis and reporting to the board of directors

## **KEY SKILLS AND ABILITIES REQUIRED**

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### **Job Knowledge Requirements**

- Experience in all the regular functions of an accounting area
- Advanced knowledge of and experience with Excel and Simply Accounting
- Intermediate level accounting knowledge
- General knowledge of audit and tax requirements for small businesses in Ontario

### **Work Experience Requirements**

- Minimum 2 years of accounting and financial analysis experience
- Minimum 2 years of experience working in a professional office environment

### **Educational Requirements**

- University degree in accounting or business preferred; however, equivalent education and experience will be considered

### **Important Skills and Abilities**

- Very strong attention to detail
- Strong problem solving skills
- Able to take responsibility for task assignments
- Excellent communication skills
- Reliable
- Demonstrates initiative with respect to personal growth and development
- Exercises excellent judgment
- High level of foresight and learning capability
- Goal oriented and organized
- Able to plan and multi-task
- Has strong understanding of what the company does and who stakeholders are

### **Additional Job Requirements**

- Overtime may be required at month end and year end
- Other duties as assigned