



Exhibition Place  
**JOB OPPORTUNITY**

**JOB TITLE:** Senior Financial Analyst

**JOB TYPE:** Permanent Position

**HOURS OF WORK:** 35 hours/week

**SALARY:** \$68,708 - \$86,650/annum

**POSTING DATE:** January 30, 2017

**CLOSING DATE:** February 28, 2017

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Primary Function

Oversee daily and monthly accounting and reporting functions for tenant contractual billings and collections, general ledger account analysis and financial reports and coordinate preparation of the annual Capital Budget submission to the City.

Major Responsibilities

- Prepare and analyze monthly/quarterly/annual account reconciliations including analysis of job costing for tenants.
- Prepare invoices for tenants and follow-up with collection of receivables on a timely basis.
- Review, report and ensure compliance of contractual financial obligations of tenants.
- Working with the CEO's Office, prepare all necessary financial data related to the statistical monthly Report Card.
- Prepare event settlements and respond to show management and exhibitors related to billing inquiries.
- Report on profitability of events and tenanted services.
- Prepare period and year ending closing entries and accruals.
- Working with Capital Works Division, coordinate the preparation of the annual capital budget.
- Prepare the City of Toronto capital budget submission.
- Attend meetings as related to tenanted services and billings.
- Attend meetings related to the capital budget and provide supporting material and analysis as required.
- Assist in the preparation of consolidated year-end audit working papers and notes.
- Assist in the implementation of internal controls, policies and procedures.
- Provide assistance on special projects as required
- Perform other duties as assigned.

Required Qualifications

1. Actively progressing in an intermediate level of a recognized accounting certification program and/or post-secondary education in a discipline pertinent to the job function.
2. Progressive accounting experience in a computerized environment.
3. Experience utilizing software packages (word processing, spreadsheets and electronic mail).
4. Proven customer service skills.
5. Good interpersonal skills with the ability to communicate effectively both verbally and written.
6. Working knowledge of generally accepted accounting principles and auditing standards.
7. Ability to oversee and train staff.
8. Ability to handle confidential documents and reports.

How to Apply:

To apply for this position, mail, fax, e-mail or hand deliver resume/application and cover letter which describes your qualifications in relation to the qualifications required to: P. Woods, Human Resources Consultant, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to [pwoods@explace.on.ca](mailto:pwoods@explace.on.ca)

Exhibition Place is committed to fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Exhibition Place's Accommodation Policy, a request for accommodation will be accepted as part of Exhibition Place's hiring process.

If you are invited to participate in the recruitment process, kindly provide your accommodation needs in advance. Please be advised that you may be requested to provide medical/other documentation to Human Resources to support your request for accommodation.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.