



Exhibition Place

JOB OPPORTUNITY

JOB TITLE: Senior Financial Analyst	JOB TYPE: Permanent
HOURS OF WORK: 35 hours/wk.	SALARY RANGE: \$69,567 - \$87,733/annum
POSTING DATE: March 9, 2018	CLOSING DATE: April 9, 2018

Reporting to the Director, Accounting Services, the Senior Financial Analyst will 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. Active participation and/or completion in a recognized accounting certification program at an intermediate or senior level and post-secondary education in a discipline pertinent to the job function.
2. Several years accounting and financial reporting experience.
3. Experience utilizing a variety of software packages (word processing, advanced spreadsheets, database and electronic mail).
4. Good knowledge of accounting and auditing principles, practices, financial analysis and International Financial Reporting Standards.
5. Good organizational skills including the ability to prioritize and meet strict deadlines with attention to detail.
6. Good interpersonal skills with the ability to communicate effectively both verbally and written.
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 humanresources@explace.on.ca

Accommodation:

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. You can request accommodation at any stage of our hiring process.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the process.

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