



Exhibition Place

JOB OPPORTUNITY

JOB TITLE: Financial Analyst	JOB TYPE: Permanent
HOURS OF WORK: 35 hours/wk.	SALARY RANGE: \$56,237 - \$70,925/annum
POSTING DATE: January 8, 2019	CLOSING DATE: February 6, 2019

Reporting to the Director of Finance, the Financial Analyst will prepare accounts reconciliations and analysis, event settlements, and other analytical reports.

Major Responsibilities:

- Prepare monthly bank reconciliations.
- Prepare monthly rental and parking invoices.
- Prepare event settlements, and prepare analytical reports including event profitability for events and operational services.
- Monitor capital expenditures and prepare various reports for the City of Toronto.
- Perform general ledger accounts analysis and analyze budget variances.
- Preparation of year-end audit working papers, schedules and account analysis.
- Assist in the preparation of financial statements and monthly management reports.
- Assist in the implementation of internal controls, policies and procedures.
- Perform other duties as required.

Required Qualifications:

1. Actively preparing to achieve an intermediate level of 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. Knowledge of generally accepted accounting principles, Harmonized Sales Tax legislation and International Financial Reporting Standards.
5. Good interpersonal skills with the ability to communicate effectively both verbally and written.
6. Proven customer service skills.
7. Ability to work independently and in a team environment.
8. Ability to handle confidential documents and reports.

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 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.