



College of
Massage
Therapists of
Ontario

CAREER OPPORTUNITY

SENIOR FINANCIAL ANALYST (FULL-TIME)

WHO WE ARE

The [College of Massage Therapists of Ontario \(CMTO\)](#) regulates Registered Massage Therapists (RMTs) and exists to protect the public interest. By ensuring that RMTs maintain professional Standards of Practice and are held accountable for their conduct, CMTO protects the public's right to receive high quality, safe, and ethical Massage Therapy treatment in Ontario.

WORKING @ CMTO

This is a full-time position conveniently located just steps from transit at Davisville subway station in midtown Toronto. *Please note that this role is temporarily 100% work from home to mitigate the risk of potential community spread of COVID-19 and protect the safety of our team.*

We offer a competitive starting salary, with a generous benefits plan, and three weeks' vacation to start. You will find plenty of opportunities for personal growth and development. Our team is collaborative and respectful, with high emotional intelligence and a strong dedication to our mission. If you're in search of an opportunity that allows you to showcase your dynamic range of Finance skills and effectively problem solve, then we can't wait to meet you!

ABOUT THE ROLE

Reporting to the Manager, Finance CMTO is seeking a Senior Financial Analyst to support corporate accounting and reporting requirements. The Senior Financial Analyst prepares monthly account reconciliations, full life cycle accounting entries, and leads the execution of all monthly, quarterly and annual financial reporting, budgeting, and forecasting activities. Additionally, this role supports the development, administration, and monitoring of business processes and financial policies in accordance with legislated requirements and best practices.

KEY DUTIES AND RESPONSIBILITIES

- Prepare working papers, reconciliations, and journal entries for monthly, quarterly and annual financial reporting processes.
- Prepare working papers and analysis in support of year-end audit.
- Create monthly consolidated and departmental P&L and assist in variance analysis to ensure prudent fiscal management and stewardship of College operations and assets.
- Support the College's annual budget development and forecasting processes.
- Assist in the development, ongoing monitoring and reporting of consolidated and departmental performance measures.
- Provide day-to-day guidance to accounting staff, acting as back up when required.
- Develop and maintain positive relationships with Council, management, staff and external stakeholders.
- Manage the compensation funding therapy process.

College of Massage Therapists of Ontario

1867 Yonge Street, Suite 810
Toronto, ON M4S 1Y5

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Toll-free (in Ontario):
1-800-465-1933

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- Optimize use of tools and resources to ensure efficient and timely delivery of accurate financial information.
- Assist in the development of finance policies, procedures, documentation, and controls.
- Evaluate existing processes for opportunities to improve departmental capability to effectively deliver accurate information for decision making purposes.
- Assist with the migration to new accounting software.
- Ad-hoc analysis and projects as requested.

SKILLS

- Exemplary customer service, communication, and interpersonal skills and ability to work cooperatively as an effective team member.
- Self-starter with the ability to work with minimal direction and supervision
- Strong attention to detail, effective problem-solving skills, and a focus on continuous process improvement.
- Ability to conduct analysis, prepare and develop financial reports, and present effectively to target audience.
- Organization and time management skills with proven ability to manage and deliver on multiple and competing priorities.
- Ability to deal with confidential issues using well-developed discretion, professionalism, and judgement.

QUALIFICATIONS

- Post-secondary education in accounting, business administration or related and minimum of 5 years of recent and progressive financial experience within a non-profit, health and/or regulatory environment.
- Demonstrated proficiency accounting, budgeting, and financial reporting within a non-profit, health and/or regulatory environment.
- Strong computer skills i.e. Intermediate to advanced Excel; Word, PowerPoint, SAGE, QuickBooks.
- Sound business acumen and critical mindset.
- Experience working with Councils, Boards and/or Committees an asset.
- Professional Accounting Designation (CPA) considered an asset.
- Fluency in French considered an asset.

INTERESTED?

To be considered for this role, please forward your resume and cover letter to resumes@cmtto.com on or by October 27, 2020. **Please state the job posting title and your name in the subject line of the email.**

We thank all applicants for their interest in CMTO. Please note, only applicants selected for an interview will be contacted. To support physical distancing, all recruitment activities including interviews and onboarding will be conducted virtually. Thank you for your patience and understanding during these challenging times.

CMTO promotes diversity in the workplace and is committed to ensuring that its recruitment and other employment activities are fair and equitable. Accommodations are available at all stages of the recruitment and selection cycle upon request.

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