



Job Posting

Position: Finance Manager
Status: Full-time, Permanent (37.5 hours/week)
Reports to: Chief Operating Officer (or designate)

The Finance Manager contributes to the overall success of the organization by providing oversight of the Finance Department as well as assisting with and guiding all financial responsibilities.

Main Duties and Responsibilities

In collaboration with all members of the Finance Department and under the guidance of the Chief Operating Officer (or designate), the Finance Manager performs a wide range of duties, including the following:

Financial operations (50%)

- Review and post most financial transactions.
- Ensure that accounts payable are paid in a timely manner and accounts receivable are collected promptly, in adherence with pre-determined cycles; in conjunction with the Billing and Collections Coordinator, liaise with lawyers to review aged receivables and action as required.
- Perform regular quality assurance of work across all financial functions.
- Project, process, and monitor monthly Partner draw payments; prepare and maintain schedule of Partner payments.
- Propose and process special distributions of profits based on cash flow.
- Investigate and respond to lawyer and staff enquiries.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Maintain the chart of accounts.
- Develop an orderly accounting filing system.

Financial reporting (25%)

- Provide quality control for all month-end closing procedures.
- Produce timely and accurate financial reports (i.e. month-end reporting package for Partners as well as cash flow forecasting report) that are user-appropriate and comply with generally accepted accounting principles. Provide context, analysis, and recommendations based on reports generated.
- Prepare ad hoc reports as required.



- Perform financial analysis for business development activities, portfolio revenue, and other financial reporting as needed.
- Perform quality checks and reconciliations for month-end and year-end close.
- Prepare all supporting information for the annual/year-end financial review and liaise with the external reviewers as necessary.

Financial operational oversight (25%)

- Ensure that proper segregation of duties exists and financial controls are in place.
- Develop and/or update all documented financial policies and procedures while ensuring compliance with Law Society of Upper Canada bookkeeping guidelines; implement procedures to ensure that personal and financial information is secure and stored in compliance with current legislation.
- Ensure that overall department workload is balanced and all staff are adequately trained.
- Develop and maintain financial accounting systems for docketing/billing, accounts payable, and accounts receivable.
- Oversee the proper execution of all day-to-day financial accounting functions; ensure efficient workflow and proper resource allocation across all functions.
- Plan for, implement, and monitor departmental initiatives and objectives.
- Provide regular updates concerning the financial status of the organization to the Chief Operating Officer or designate.
- Meet with members of the Finance Department regularly, both one-on-one and in monthly departmental meetings.

Qualifications

Education and experience

- Five years of working experience with progressive financial responsibility in a professional services environment; previous coordination or management experience is required.
- Three years of full cycle accounting experience.
- University degree or college diploma in accounting or business administration.

Professional designation

- Chartered Accountant, Certified General Accountant, or Certified Management Account designation required (or in progress).

Knowledge and skills

- Knowledge of generally accepted accounting and internal control principles.
- Strong analytical, problem-solving and decision-making skills to evaluate alternatives and provide recommendations on business issues.



- Proficiency in the use of computer programs for Accounting (preferably Acumin) and MS Office.
- Client focus; drive, ownership, and accountability; interpersonal savvy.
- Well-developed written and oral communication skills.
- Strong presentation skills.
- Ability to perform under pressure and meet deadlines.
- Flexible and adaptable, with the ability to work collaboratively in a team environment.
- Bilingualism is considered an asset.

Working conditions

- Office environment, where weekend or evening work is at times required based upon work load and client requirement.