

## FINANCIAL ANALYST

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

### POSITION OVERVIEW

Reporting to the Sr. Manager, Accounting, the Financial Analyst will provide support to internal clients for business processes including; partner accounting, tax preparation & filings, financial reporting, account reconciliations, and support to the Accounts Payable team

### KEY ACCOUNTABILITIES

- Manage partners' income allocation and conduct all reports related to partners' compensation.
- Oversee quarterly partner tax instalment payments; ensure payments made to the CRA are accurate and submitted on-time.
- Prepare annual partnership tax forms and all related Canadian tax schedules, including T5013, RL15 and ACB's.
- File quarterly and annual tax related documents for the NY office and its partners.
- Prepare weekly management reports and monthly financial statements.
- Assist with the annual audit; includes creating and providing Partner Capital Schedules for drawings, contributions, taxable income, etc., co-ordinating NY Partnership tax filing, and providing backup as requested by the auditors.
- Prepare monthly reconciliation of Balance Sheet accounts and Partner Capital accounts.
- Responsible for the Firm's general insurance renewal process, including responding to follow-up inquiries.
- Document and maintain processes and procedures for role specific tasks.
- Provide support to internal and external clients on accounting and processing matters.
- Review large Accounts Payable transactions and assist with new vendor setups.

### ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Accounting or Finance; Professional Accounting Designation is required.
- 3-5 years previously related experience, preferably within a professional services firm.
- Experience in audit year end working paper preparation and financial statement presentation.
- Experience with partnership accounting, and filing partnership returns and taxes is an asset
- Strong technical skills with expert knowledge of Excel including pivot tables is required. Experience with Power Point, SQL, or VBA is an asset.
- Experience with a complex accounting system required. Elite 3E Financial system is an asset.



- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Excellent communication skills (verbal and written) with the ability to interact with individuals at all levels of the organization with tact and diplomacy.
- Strong interpersonal skills with the ability to work well both independently and collaboratively within a team environment.
- The ability to quickly grasp complex assignments and plan, organize, schedule and deliver exceptional client service within tight deadlines in a high pressure environment.
- Aptitude for structuring and processing complex qualitative and quantitative data with excellent attention to detail, while still able to maintain a big picture perspective. Proactive problem solver with exceptional analytical skills.
- Excellent judgment including the ability to deal with confidential information with utmost discretion.

**HOW TO APPLY:**

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting ([firmadminrecruiting@torys.com](mailto:firmadminrecruiting@torys.com))

*We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted*

*At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Malinda Dunfield](#), Manager, Human Resources.*