

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 provides support to internal and external clients for business processes including budgeting, forecasting, and cost control.

KEY ACCOUNTABILITIES

- Assist in the annual budget process including analysis of accounts, preparation of budgets and forecasts, and provision of presentation slides for Finance/Executive Committee.
- Provide administration and user support for Xcelerate Budget software.
- Responsible for monthly reporting and analysis of cost variances against budget and prior periods.
- Responsible for monthly bank reconciliations and analysis of Balance Sheet accounts.
- Administer Chrome River Expense Reimbursement System, including managing change requests and troubleshooting unique issues.
- Review and approve expense reports in Chrome River.
- Participate in annual and ad hoc audits by responding to requests for statements, reconciliations etc. and fulfilling other requirements.
- Monitor and manage cash positions amongst various offices and accounts.
- Document and maintain Financial Services processes and procedures.
- Plan and prepare quarterly tax returns (IRS and CRA).
- Complete government surveys (Statistics Canada, US Census Bureau) and Industry specific surveys.
- Gather and provide information to assist with annual Law Society (LSUC, LSA) filings.
- Provide support to the Accounts Payable Team and Trust Accounting Clerk.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree in Accounting or Finance.
- 3-5 years previously related experience, preferably within a professional services firm.
- Attained a professional accounting designation (CPA) or in pursuit of designation.
- Experience in audit year end working paper preparation and financial statement presentation.
- Experience in Business Process analysis/workflow analysis.
- Strong technical skills with advanced 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)

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.