

For 10 years, HR Associates has been and continues to be the leading staffing, recruitment and consulting firm to the public and not-for-profit sectors of Ontario. Our clients include many large and high-profile organizations in the: municipal, provincial, and federal governments, not-for-profit, social services, environmental and health care sectors. We are experts in staffing a wide variety of roles for our clients and we are looking for a dynamic individual to recruit for our administrative and professional-level roles.

We are currently recruiting a **Financial Coordinator** to work for our public sector client. This role is a temp to perm opportunity.

Responsibilities

- Prepare general journal entries and period end accruals and other closing entries;
- Month end close and reporting;
- Generate reports from the financial system and prepare monthly reporting packages to include aging reports, outstanding commitments, monthly budget, actual and forecast reports, budget to actual reporting;
- Prepare ad hoc reports upon request;
- Prepare Ministry of Finance proforma financial statements and year end reporting;
- Manages timely processing of letters and invoices for cost assessment program and processing of cost awards;
- Assists with audits as required
- Assists external auditors with all back up explanations etc. prepares audit working papers and reconciliations;
- Assists with forecast and budget preparation.

Qualifications

- Post secondary degree or diploma in Accounting;
- Strong knowledge of GAAP;
- Strong knowledge of automated financial control systems;
- CGA designation;
- 5 years minimum work experience with general accounting roles and progressive work experience – covering full scope of accounting processes and reconciliations;
- 3 years minimum experience with implementation and maintenance of internal controls and reporting requirements;
- Great Plains software experience strongly preferred.

If you feel your skills and qualifications meet the above requirements, please email your resume in Word format to: Emp109@hrassociates.ca .

We thank all applicants for their interest; however only candidates selected for an interview will be contacted.

HRASSOCIATES

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