

Torkin Manes is a vibrant, growing, mid-sized firm located in downtown Toronto. Our 90 lawyers practise in all areas of business law and litigation

We are currently seeking a **Financial Controller** to join our dynamic team.

Position Title: Controller

Position Type: Management

This position reports to the Director of Operations and to the Managing Partner and is responsible to oversee a team of six.

The incumbent will contribute to the Firm by effectively managing accounting practices, procedures and controls. Extensive experience is required in preparing and providing data for internal reporting, which includes interpreting operating results and making recommendations.

Duties and Responsibilities:

- Responsible for all accounting and finance processes, including cash flow forecasting, Billing, Payroll, Banking, Accounts Payable and Accounts Receivable
- Performs financial analysis, forecasting and provides reports and metrics to the Firm's leadership team
- Responsible for the management, supervision and co-ordination of all short and long-term financial activities and goals
- Oversees the Firm's relationship with bank, audit firm, LawPRO and Law Society
- Manages financial and budgetary planning processes
- Participates in the evaluation and assessment of new and existing accounting technologies to meet future reporting needs
- Monitors risk management policies and procedures and provides recommendations as necessary
- Coordinates and oversees year-end, annual audit, compensation process and all tax-reporting to Partners

Education/Experience Required:

- Four or more years' experience working within the law firm environment, in a similar role or a secondary role ready to take next steps.
- Completion of a CPA degree or actively enrolled in 4th/5th level of program
- Experience working with the Elite software system is preferred
- Strong skills supervising an accounting team, with the ability to coach and mentor as required
- Extensive experience with reporting using Microsoft Excel
- Strong technical skills using Microsoft Outlook and Word
- Skilled in developing and managing Project Management plans to meet Firm needs
- Possesses excellent oral/written communication skills; along with strong negotiation/presentation skills
- A highly organized individual, with the ability to prioritize and consistently meet deadlines within a fast-paced work environment

To apply, please submit your resume, indicating your salary expectations to recruitment@torkinmanes.com

We wish to thank all applicants for their interest, however, only candidates selected for interview will be contacted. No telephone inquiries or agencies, please. Torkin Manes LLP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.