

JOB POSTING

Finance

POSITION TITLE: Financial Accountant
REPORTS TO: Manager, Finance
LOCATION: Toronto
LANGUAGE: English

OVERALL ACCOUNTABILITY:

This position reports to the Manager, Finance. The duties and responsibilities of this role are to manage all aspects of the financial accounting for SOCAN and its related companies, i.e. The SOCAN Group (TSG). This includes preparing for financial statement audits, recording investments, general ledger maintenance and reconciliations. In addition, this position would assist in budget and forecast preparation, be involved in various new and ongoing projects and recommend efficiencies.

RESPONSIBILITIES:

Financial Accounting and Analysis

- Produce detailed monthly statements for each department, along with a consolidated income statement and balance sheet for TSG
- Review and analyze financials statements and assist in the preparation of the annual budget and quarterly forecasts
- Produce various reconciliations for TSG
- Lead the interim and year-end audits for TSG (i.e. preparation of financial statements and working papers) and liaise with the external financial statement Auditor

Investments and Treasury Management

- Prepare investment journal entries for TSG
- Ensure investment reports are prepared on a timely basis and adhere to their respective Statements of Investment Policies and Procedures
- Monitor daily cash balances and ensure transfers to the investments account are complete
- Ensure letters are signed and completed for transfers of investments



- Prepare cash flow reports
- Liaise between the Trustee, various Investment Managers and the Investment Consultant

SKILLS REQUIRED:

- Technical knowledge in Financial Accounting Standards
- Experience with Epicor ERP system
- Ability to work under pressure and adhere to deadlines
- Team player with strong interpersonal, team-building and coaching skills
- Excellent verbal and written communication skills
- Able to work with all levels of management
- Knowledge of transfer pricing and Canadian ASPE (would be an asset)
- Knowledge of royalty payments and/or music industry (would be an asset)
- Strong software application skills, advanced MS Excel, MS Access, IBM TM1 and Business Intelligence tools (e.g. Microstrategy, EPM)

ATTRIBUTES:

- Analytical and Systematic Thinking
- Organizational Skills
- Results Oriented
- Initiative
- Adaptable
- Efficient

EDUCATION/EXPERIENCE:

- 5+ years of financial accounting experience
- A recognized professional accounting designation (e.g. CPA), qualified or in the final stages of qualifying

IS THIS JOB RIGHT FOR YOU?

Qualified applicants are invited to apply in writing to Human Resources, Sara Smolej - Toronto Office in **English**, and include a recent copy of your resume. Please email your resume to: hr@socan.com

SELECTION:

Skills will be tested. Selection will be based on factors such as past performance, previous related experience and alignment of skills with those required for this position. Only qualified applicants will be contacted for an interview.



ACCESSIBILITY:

SOCAN is committed to providing accommodations for disabilities. If you require an accommodation, we will work with you confidentially to meet your needs. Please direct any accommodation requirements to the HR department to ensure your accessibility needs addressed.

WORKWEEK:

9:00 a.m. to 5:00 p.m. Monday to Friday.

DEADLINE:

Applications must be received in Human Resources by **5:00pm Friday, February 2, 2018.**