

1. The Opportunity

WATSON is seeking a Finance Manager to support the firm's finance and accounting functions and ensure firm-wide systems and processes are adequate and serving the needs of the business. Reporting to the CEO of the company, the Finance Manager acts as the "backbone" of WATSON's back office. The Finance Manager provides the necessary confidence and support to allow colleagues to focus on client-facing consulting activities, knowing all financial and business management aspects of the firm are well-covered.

2. Key Responsibilities

Technical skills and experience will be one measure of the ideal candidate. Cultural fit and sharing WATSON's core values will be essential qualities of the successful individual.

- **Passion for the Work:**
 - Keen interest in financial accounting and systems
 - Active learner, takes initiative to dig deep, learn and grow professionally
- **Commitment to Excellence:**
 - Sharp attention to detail and nuance
 - Drive continuous improvement in accounting, financial management and firm-wide systems and processes
- **Great Team Player:**
 - Low ego, humble, ethical, collaborator, willing to roll up sleeves and help out whenever and wherever necessary
 - Positive influence in the office – takes initiative with a positive can-do attitude

3. Ideal Candidate Qualifications and Qualities

As an integral member of the WATSON team, the Finance Manager will be responsible for all financial and accounting aspects of the firm, including accounting, bookkeeping, reporting, financial analysis, payroll and benefits, premises and insurance. The ideal candidate demonstrates initiative, reliability, maturity and responsibility, is proficient in QuickBooks and/or Sage, and has a high level of commitment to organize, prioritize and execute. A bachelor's degree coupled with a minimum of five years of experience, preferably in a professional services firm, with a strong knowledge of standard accounting practices, financial reporting and analysis, and internal controls is required.

4. Responsibilities

- Review WATSON's systems and processes and recommend and integrate new ones as necessary
- Enhance and implement processes to manage all financial aspects of the firm
- Maintain chart of accounts and well-documented systems for recordkeeping and accounting
- Maintain accurate financial data by ensuring consistent coding and timely posting of invoices, transactions, expenses, journal entries, etc.
- Perform all monthly close-out, reconciliations and adjustments
- Prepare annual budget, quarterly forecasts and analysis
- Provide variance and trend analyses and communicate with CEO and Practice Leads to enable effective and timely decision making

- Prepare monthly financial reporting package with key performance indicators and result commentaries
- Collaborate closely with WATSON's HR department
- Complete monthly reconciliations (including bank and credit card) and adjustments
- Ensure integrity of financial records and supporting documents
- Prepare GST and PST returns and payments
- Prepare Workers Compensation returns and payments
- Review, manage, and negotiate equipment leases/purchases and service contracts
- Maintain premises to ensure a safe and professional environment
- Prepare bi-monthly payroll, T4's, ROE's
- Liaise with third party benefit providers regarding addition/deletion of employees
- Ensure all invoices are issued on a monthly basis
- Manage accounts receivable and bank deposits
- Prepare annual financial statements
- Ensure firm compliance with all applicable accounting related laws and regulations
- Perform other duties as required

5. Skills and Qualifications

Must haves:

- Minimum five years of relevant experience preferably in a professional services firm or similar type of environment
- Post-secondary education in accounting or finance
- CPA designation is highly desirable
- Proficiency in accounting software (e.g., QuickBooks and/or Sage)
- Ability to use logic, critical thinking and deductive reasoning skills
- Acute attention to detail; gets it right the first time
- Exceptional written and verbal communication skills
- Highly professional and strives to meet the highest standards of financial management and accounting
- Self-starter who can work efficiently, independently and as part of a team
- Reliable, mature and responsible; budget conscious
- Strong problem solving, time management, mathematical and analytical skills
- High level of commitment to organize, prioritize and execute
- Can-do attitude and a willingness to contribute to firm-wide success
- Open to feedback, learning and ongoing development
- Demonstration of, alignment with, and commitment to WATSON's values:
 - **We Care:** About our people, our clients, being reliable and meeting high standards
 - **We are thought leaders:** We are progressive and smart; we are always looking for a better way
 - **We embrace diversity:** We invite multiple perspectives and respect contributions

Please send your resume and cover letter to Lise Guyaz at lise@watsoninc.ca.