



**Human
Resources
Professionals
Association**

HRPA is the statutory professional regulatory body for Human Resources professionals in Ontario. As with all professional regulatory bodies, HRPAs purpose and mandate is to promote and protect the public interest by ensuring that Human Resources professionals registered with and certified by HRPAs are competent and act in an ethical manner. Within this organizational framework, our Finance team at HRPAs plays a crucial role in supporting and ensuring the financial aspects of the organization. ***We are seeking a dedicated and detail-oriented finance professional to join our team as a Senior Financial Control Specialist.***

The Opportunity

The Senior Financial Control Specialist is responsible for overseeing and managing all aspects of the accounts payable process while enforcing financial policies and regulations. The role ensures the effectiveness of controls on accounts payable processes, monitors expenses and budgets, approves purchase orders, and assists in developing cost control strategies. The ideal candidate will have strong analytical skills, a deep understanding of accounts payable procedures, and the ability to work collaboratively with cross-functional teams.

As a Senior Financial Control Specialist, you will be an integral part of our finance team, assisting in various aspects of finance. You will play a key role in ensuring financial controls and processes are effectively implemented and monitored to support the financial health of our organization. Join us and be part of a dynamic team committed to excellence and innovation in finance.

What's in it For You

This position provides an excellent opportunity for individuals looking to gain **valuable experience, work collaboratively with cross-functional teams, and contribute to the overall financial efficiency** of the organization. Aside from these, this new opportunity gets you exposure to **cost control strategy development and process optimization**.

The target starting cash compensation range for this new position is \$70,000 to \$80,000 base salary per year, with short-term incentives 'at target' of 5% of salary.

HRPA offers a hybrid workplace, competitive benefits, paid time off, and many other perks; supporting you to reduce any stress that can come from flowing between home and work-life so you can spend your energy on what matters and deliver the outstanding results you are already known for.

You'll also have potential for **learning and skill development** in a **dynamic work setting** as you work closely with experienced professionals to **cultivate and contribute to HRPAs inclusive and innovative culture**, where the work is grounded in values and mission-based decision-making principles.



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How to Apply

If you are excited by the potential of this opportunity, and truly believe you can bring the drive, energy and proven experience and achievements to succeed as **Senior Financial Control Specialist**, we invite you to apply!

Please apply through our portal by [Clicking here](#) by February 27th, 2024.

SENIOR FINANCIAL CONTROL SPECIALIST

Responsibilities

Financial Activity

- Approve purchase orders and maintain the purchase-to-pay system, ensuring accuracy and compliance with finance and procurement policies.
- Ensure Obligation-to-Pay controls, match invoices to purchase orders and receiving documents, Review and verify invoices for appropriate documentation and approval prior to payment.
- Process regular EFT run, verify, and process a high volume of invoices accurately and efficiently.
- Assist with month-end close activities, including accruals and account reconciliations.
- Prepare and analyze accounts payable reports as required.
- Assist with internal and external audits related to accounts payable processes.
- Collaborate with cross-functional teams to optimize financial processes.

Regulation and Control

- Monitor and control expenses and budgets. Identifying areas for improvement and cost reduction. Provide insights and analysis on key metrics, trends, and other financial KPIs.
- Enforce financial policies and regulations across the organization. Collaborate with cross-functional teams, enhance controls, and ensure 100% compliance with organization policies and regulatory requirements.
- Providing guidance and regular training to management team and staff members on finance policies and procedures.
- Identify control deficiencies and opportunities for improvement. Implement corrective actions and best practices to mitigate risks.
- Conduct timely investigation on variances, monitor and analyze accounts payable data to detect anomalies, errors, and potential fraudulent activities.

Process Improvement

- Develop processes to optimize spending and improve financial efficiency.
- Support best-in-class Procurement practices.
- Lead process for periodic evaluation of supplier performance as needed.
- Lead accounts payable automation project if needed.
- Contribute to Chart of Accounts redesign.

Other Duty

- Provide back up to other finance team members.
- Ad hoc projects and other duties when required.

Education, Qualifications & Skills

- Bachelor's degree in Accounting, Finance, or related field.
- Certified Internal Auditor (CIA) or Certified Accountant designation is a plus
- 5+ years' experience in Accounts Payable, Internal Audit, or related field.
- Proficiency in Microsoft Excel and other accounting software. (i.e., Dynamic GP, CRM)

The successful individual must have:

- Strong understanding of internal controls, financial policies, and regulations.
- Experience in enforcing financial policies and regulations within an organization. Experience with implementing and monitoring internal controls within accounts payable processes is a plus.
- Excellent analytical skills with the ability to identify cost-saving opportunities and optimize processes.
- Strong attention to detail and accuracy in financial record-keeping.
- Excellent communication and interpersonal skills.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the company will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the HR Department of the nature of any accommodation(s) to ensure your equal participation.