

At Giannone Petricone Associates we are designing environments inspired by a love of city-making and contemporary urban culture. From well crafted interiors to large-scale urban redevelopments (and everything in-between) our work relishes in a close attention to detail and material expression, provocative programs, and thorough investigation and infiltration of local contexts.

We are a mid-sized firm located in downtown Toronto since 1995, founded in the idea that diversity enriches our work and the creative environment that we have been shaping for 25 years.

We are growing and looking to hire a Finance & Accounting Manager who will complement our great team.

Finance & Accounting Manager

The Principals rely on the Finance Manager (FM) to lead and manage all financial matters, projects, and projections for the firm. Main responsibilities for this role include advising the Principals on financial status, best practices, and firm history/patterns as well as ensuring the management of time and money to ensure the firm is meeting its goals for profitability and strategic objectives, while complying with the law and applicable regulations.

The FM is responsible for preparation of budgets, plans and managerial accounting such as cash flow projections. She/he maintains reporting and maintenance of the firm's accounts and records including timesheets, invoicing, accounts receivable, accounts payable, and bank accounts. Working with and advising senior staff and Principals, the FM supports decision making by providing accurate financial insight and analysis. Overall, the FM ensures the firm's financial health by controlling expenses, monitoring revenue and developing and implementing systems and procedures.

Roles and Responsibilities:

Accounting

Responsible for overseeing, delivering and ensuring compliance with all applicable regulations, laws, standards and company policies, for the following:

- Ledgers & accounts
- Leases
- Payroll and payroll contributions
- A/R and A/P management
- Taxation
- Insurance
- Professional fees and all other financial records
- Debt obligation
- Recording and invoicing time and expenses to clients
- Timesheets

Reporting

- Managerial accounting reports
- Financial accounting reports (e.g. corporate annual report, financial statements, budgets and forecasts, taxes etc.)
- Budgets and all other financial or accounting assessments
- Complete and issue financial statements and annual reports

- Any other information/ reports required by external auditors/ consultants

Supporting/ Advising

- Proposals, bids and quotes using Vision
- Project plans, time budgets in Vision
- Project and budget reviews; calculate variances from budget
- Recommend benchmarks against which to measure performance
- Recommend pricing decisions for capital investments
- Debt/ expense monitoring and recommendations

Prepare and control budgets, processes, records and assessments and make recommendations of budgets for:

- Strategic and business planning
- Business development
- Projects
- Promotions, marketing and communications
- Recruitment, payroll, benefits, insurances

Skills/Competencies Qualifications

- Minimum 3 years of experience in an accounting, financial analyst or management consulting role required
- Relevant Accounting or finance designation (CPA, CMA, CFA etc.) and/or educational background in Accounting, Finance or Business
- Knowledge of finance, accounting, budgeting, and cost control principles including GAAP
- Knowledge of automated financial and accounting reporting systems
- Knowledge of provincial and federal financial regulations
- Working knowledge of short- and long-term budgeting and forecasting and rolling budgets
- Work requires professional written and verbal communication and interpersonal skills
- Proactive and confident to take initiative in leading all finance and accounting matters for the firm
- Analytical skills with strong business acumen and knowledge to improve processes, identify risks and make recommendations for the firm
- Ability to participate in and facilitate group meetings to communicate ideas and provide consultation and advice to staff
- Knowledge of the architecture/ construction industry

To Apply

We welcome applications from members of designated groups and especially those who are part of the BIPOC community to help us rise to the challenges of the next level of exciting projects.

To submit your CV and portfolio for consideration, send email to hr@gpaia.com
Only candidates invited to interview will be contacted; no phone calls, please.