



## **JOB POSTING: Finance Associate**

The College of Medical Radiation and Imaging Technologists of Ontario (CMRITO) is the regulator for medical radiation and imaging technologists in Ontario. We are an effective and collaborative regulator that values integrity, respect, and trustworthiness and is committed to ensuring transparency, professionalism, and equity, diversity, and inclusion. These values shape our organizational culture and are the basis of our decision-making and actions. To learn more about our mandate, see our [website](#).

CMRITO is looking for an energetic, conscientious, and detail-oriented individual who enjoys making a difference, being part of a team and taking pride in their work to join our team in a permanent full-time position. The CMRITO is a virtual organization.

### **JOB DESCRIPTION/RESPONSIBILITIES:**

We are seeking a Finance Associate to assist the Finance & HR Manager (“the Manager”) in administering the financial affairs of CMRITO. The successful candidate will work under the direction of the Manager assisting in the recording, receipt and disbursement of funds, maintaining financial records, financial reporting, budget preparation and audit.

### **Responsibilities:**

- Receive and process invoices for payment, code expenses based on budget allocations and process electronic fund transfers
- Receive and process expense reimbursements
- Assist with preparation of annual budget and 3-year financial plan
- Prepare monthly bank reconciliations
- Assist in preparation for annual audits
- Assist Manager in preparation of payroll

### **REQUIREMENTS/QUALIFICATIONS:**

- College Diploma in Business or Accounting required at a minimum
- Experience in Microsoft 365, knowledge of Sage Accpac (300) is seen as an asset

- Minimum three years experience in full cycle bookkeeping including accounts payable, receivables, payroll, and bank reconciliations
- Excellent communication skills both verbal and written
- Team player and able to work independently
- Outstanding organizational skills

Click [here](#) to view the detailed Position Description.

Positions at the College (which may or may not require a background in the profession) typically span the areas of administration, practice advice, communications, policy analysis, records management, finance, human resources, investigations, prosecutions and computer systems development and maintenance.

CMRITO offers a competitive compensation and benefits plan that includes a defined benefit pension plan with HOOPP, extended health, dental, life and disability insurance, access to an employee assistance program, learning opportunities and excellent policies regarding vacation, personal, sick, and professional development days.

Salary range: \$66,130 - \$81,291

CMRITO is an equal opportunity employer and encourages all interested and qualified candidates to apply. We are committed to reviewing our programs and practices to ensure that they support equity, diversity, and inclusion. To support this work, we are an Employer Partner with the Canadian Centre for Diversity and Inclusion (CCDI), [www.ccdi.ca](http://www.ccdi.ca). CMRITO recognizes the importance of diversity, equity and inclusion and welcomes applicants from visible minorities, indigenous people, persons of any sexual orientation, gender or identity and persons with disabilities. Should you require any type of accommodation during the selection process, please advise us. Information received relating to accommodations will be addressed confidentially.

We thank all applicants for their interest, however, only those candidates who most closely match our requirements will be contacted for an interview. Candidates must be currently authorized to work in Canada and must reside in the province of Ontario.

If this opportunity is of interest to you, please send your resume to: Daniela Piazza, Altis Recruitment at [Daniela@altisrecruitment.com](mailto:Daniela@altisrecruitment.com).