



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/09/30

Early Talent - Financial Accountant, Internal Controls (Spring 2025 - 12 month contract - CPA Approved Training Office)

Job ID	4A-B1-CC-D2-0C-62	
Web Address	https://careers.indigenous.link/viewjob?jobname=4A-B1-CC-D2-0C-62	
Company	Ontario Teachers' Pension Plan	
Location	Toronto, Ontario	
Date Posted	From: 2025-02-24	To: 2025-04-25
Job	Type: Full-time	Category: Finance
Languages	See job post for language requirements	

Description

The candidate will support the Senior Manager, Internal Controls Program & Finance Projects in the execution of the Internal Controls Program. Primary responsibilities include reviewing and updating control documentation, coordinate controls testing activities with KPMG and control owners (Finance, Risk, Payroll and Member Services) and coordinating the quarterly user access reviews. During mid-year and year-end financial reporting cycles, the candidate will assist with the preparation and review of the Ontario Teachers' financial statements, and material for the Board Audit & Actuarial Committee as well as support financial reporting in multiple jurisdictions. The candidate will also contribute to and implement operational improvement projects and initiatives related to internal controls and financial reporting.

Job Description

The candidate will support the Senior Manager, Internal Controls Program & Finance Projects in the execution of the Internal Controls Program. Primary responsibilities include reviewing and updating control documentation, coordinate controls testing activities with KPMG and control owners (Finance, Risk, Payroll and Member Services) and coordinating the quarterly user access reviews. During mid-year and year-end financial reporting cycles, the candidate will assist with the preparation and review of the Ontario Teachers' financial statements, and material for the Board Audit & Actuarial Committee as well as support financial reporting in multiple jurisdictions. The candidate will also contribute to and implement operational improvement projects and initiatives related to internal controls and financial reporting.

Key work outputs and accountabilities

- * Coordinate and participate in internal control testing with control owners, control testers and the external auditor including:
 - Reviewing internal control documentation (Workflow, Risk and Control Matrix) to ensure they are up to date.
 - Reviewing internal control observations and coordinating remediation activities.
 - Review SOC 1 reports from key service providers and assessing impact of observations.
- * Support the preparation and coordination of materials for the Board Audit & Actuarial Committee, Management Disclosure Committee and Senior Leadership.
- * Support the coordination of the quarterly user access review and update of the Ontario Teachers' Banking Resolution.
- * Assist in preparation and review of year-end and mid-year Ontario Teachers' financial statements and notes for presentation to the Audit & Actuarial Committee. Prepare accurate supporting information and schedules in a format that is transparent for internal review and external audit.
- * Produce and review subsidiary company financial statements spanning multiple jurisdictions for tax filing.
- * Work with external parties (and external auditors as necessary) to coordinate external audit and regulatory filing process for audited entities including engagement letter approvals, board resolutions, audit support preparation and financial statements approvals.
- * Support other Internal Control, Financial Reporting and Corporate Finance requests as required (peer benchmarking, surveys, ad-hoc inquiries, etc.).
- * Proactively suggest and contribute to implementing operational improvement projects and initiatives.
- * Proactively suggest improvements to any of the reports/processes used by the team.
- * Coordinate with team members as required to meet deadlines.

Decision making

- * This role is responsible for supporting the assessment of the design and effectiveness of internal controls proposed by control owners and the impact of control observations.
- * This role carries responsibility for accurate reflection of information in the plan public financial disclosures including mid-year and year-end financial statements and annual report. The role also is expected to suggest improvements to any of the processes used by the team.
- * The role reports to the Senior Manager, Internal Controls Program & Finance Projects and is expected to identify issues requiring escalation. The role will also correspond with others from other parts of the organization and external parties to help gather deliverables.

Essential qualifications, knowledge and experience

Qualifications

- * A relevant university degree (e.g. business degree with accounting focus)
- * Progress towards the CPA or CFA designation

Knowledge

- * Attention to detail with a strong ability to prioritize/multi-task where applicable and maintaining a high work standard.
- * Good priority setting and time management skills.
- * Ability to work with minimum supervision.
- * Effectively work independently and in a collaborative team setting, demonstrating initiative and leadership skills.

Experience

- * Experience in audit or internal controls within financial services
- * Experience preparing financial statements for investment structures
- * Excellent use of MS Office products including Word, Excel - pivot tables, power pivot, other data manipulation tools (e.g. x/vlookup).
- * Proficient written and verbal communication skills
- * Proficiency in data & analytics

#LI-OTPP, #LI-MA, #LI-Hybrid

What we're offering

- * Competitive compensation
- * Numerous opportunities for professional growth and development
- * A flexible/hybrid work environment combining in office collaboration and remote working
- * Our Flexible Travel Program gives you the option to work abroad in another region/country for up to a month each year

- * Employee discount programs including Edvantage and Perkopolis

At Ontario Teachers', diversity is one of our core strengths. We take pride in ensuring that the people we hire and the culture we create, reflect and embrace diversity of thought, background and experience. Through our Diversity, Equity and Inclusion strategy and our Employee Resource Groups (ERGs), we celebrate diversity and foster inclusion through events for colleagues to connect for professional development, networking & mentoring. We are building an inclusive and equitable workplace where our talent is respected, accepted and empowered to be themselves. To learn more about our commitment to Diversity, Equity and Inclusion, check out Life at Teachers'

(<https://www.otpp.com/en-ca/careers/life-at-teachers/diversity-equity-and-inclusion/>).

How to Apply

Click Apply Now!

Are you ready to pursue new challenges and take your career to the next level Apply today! You may be invited to complete a pre-recorded digital interview as part of your application.

Accommodations are available upon request (peopleandculture@otpp.com) for candidates with a disability taking part in the recruitment process and once hired.

Candidates must be legally entitled to work in the country where this role is located.

The privacy of your personal information is important to us. Please visit our Privacy Centre (<https://www.otpp.com/en-ca/privacy/>) to learn how we handle your personal information.