



# 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.Link's 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  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Financial Support Specialist

<b>Job ID</b>	<b>374466-1-2280</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=374466-1-2280">https://careers.indigenous.link/viewjob?jobname=374466-1-2280</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2023-05-29	To: 2050-01-01
<b>Job</b>	Type: Part-time	Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter.. About Financial Services The Financial Services division is responsible for accounting and reporting on the financial transactions of the University including specifically accounting, treasury, procurement and payables, collection services, financial systems and training and providing excellent client service, advising and assisting departments on research, budgetary and financial matters, policies and processes. We support the University by managing its financial affairs in an efficient, innovative and professional manner. We are dedicated to providing leadership, information, training, support and advice. The Client Advisory Services unit is a key part of this division. Their mission is to: Assist in the financial management of the University Budget Advise departments on financial matters, policies and processes Providing training to financial personnel in units on budget management

#### The Opportunity

The Financial Support Specialist performs or assists Portfolio clients with moderate dollar value budgets with budget administration. Provides financial advice, assistance, guidance and interpretation of agreements and contracts to support Portfolio clients. Conducts budget and trends analysis and evaluates budget forecasts for new initiatives. Administers externally funded grants, agreements, and projects. Acts as central contact to triage and answer general questions for Client Advisory Services. Supports Manager of Client Advisory Services and Financial Advisors in preparing journal entries and verifying backup information, closing cost centres, running monthly reports, encumbrance analysis and clearing etc. Qualifications To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

Completion of a post secondary degree in Business Management, Accounting or a related field is required. Minimum 4 years of experience in a financial services role with the following requirements: Experience in using automated accounting and budgeting systems, preferably in an academic environment or public or broader public sector organization Relevant experience in budget administration, accounting practices and using automated accounting and budgeting systems is required. Experience in non-research project accounting practices

Knowledge of budgetary controls. Knowledge of functions and services offered within a financial environment including Accounts Payable, Accounts Receivable, Human Resources, Payroll, and Federal/Provincial programs/ guidelines and other funding agencies. Advanced knowledge of accounting standards proposed by CPA Canada, fund accounting, accruals, deferrals, etc. as it relates to a non-profit environment. Strong customer service delivery focus and ability to build and maintain strong client relationships. Strong problem-solving and analytical skills. Ability to work effectively as part of a team and independently when needed. Demonstrated proficiency using Google Workspace Microsoft Office products, including Word, PowerPoint and Excel, and understanding of major business processes software (e.g., ERP systems such as Oracle Financial Systems).

#### Additional Information

Position Number(s) 20004698  
Reports To Manager, Financial Advisory Services  
Vacancy Type TERM  
Employee Group OPSEU  
Work Location Hybrid (in-person and remote)  
Start Date ASAP  
End Date 1 year from start date  
Hours of Work 36.25  
Grade and Step 11  
Salary Scale Min: \$68,952.35 up to

Step 8: \$82332.69

As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact [hr@ryerson.ca](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Financial Support Specialist](#)