

# Analyst, Finance

August 19, 2022

The Toronto office of Borden Ladner Gervais LLP (BLG), a leading, innovative and client-focused law firm in Canada, is seeking an **Analyst, Finance**.

## Purpose of the Role

The Analyst, Finance will be expected to deliver efficient assistance with complex reconciliations, assist in the preparation of various financial statements, and provide financial administrative support. The Analyst, Finance will assist with other projects as assigned by the Senior Manager, Finance.

## Key Responsibilities

The key responsibilities of this role are:

- Prepare and analyze daily complex bank / account reconciliations creating and improving the process
- Liaise with Finance and other team members to identify reconciling items
- Proactive data mining to find exceptions, opportunities, risks
- Adhoc projects
- Prepare Financial Statements
- Analyze financial statement (income statement and balance sheet)
- Prepare year end documents and cut off analysis as required
- Other month end tasks as required

## Key Competencies

- Minimum of two years experience preparing and analyzing bank reconciliations in Finance
- Strong technical skills with advanced Excel skills, knowledge of CMS software, SQL or database experience an asset
- University Degree or Post-Secondary Diploma in Business Administration, Commerce, Economics or a related field
- Working towards a Professional Accounting Designation (CPA, CA; CPA, CMA or CPA, CGA)

- Law firm or Professional Services firm experience preferred
- Comprehensive knowledge of financial reports and analysis
- Strong business acumen and analytical abilities, with attention to detail
- Excellent communication and interpersonal skills
- Excellent ability to take direction, work independently or as a team player, set priorities and meet timelines while maintaining flexibility

## How to Apply\*

We thank all applicants for their interest in this position, however, only applicants selected for an interview will be contacted.

At BLG only those BLG members who are fully vaccinated against COVID-19 with a vaccine approved by Health Canada will be permitted to attend a BLG office or event. **“Fully vaccinated” means having received the full series (usually 2 doses) of a vaccine approved by Health Canada, with more than 14 days having passed since the second dose was administered. “Attending a BLG office” includes attending social or business gatherings organized by the Firm, with limits on the number of attendees in accordance with public health guidelines. With respect to client meetings, only fully vaccinated members of the Firm can meet in person with clients (others can attend virtually), unless prior authorization has been obtained from BLG and the client. For any BLG member who is not fully vaccinated, and if the Firm requires your attendance in the office to perform your role, you must take a rapid antigen test conducted within the 24 hours prior to your coming to the office, and you must show proof of a negative test result. A new test is required for each day you are physically in the office. Accommodations will be made for valid medical and religious reasons.**

Everyone at BLG is required to carry out the duties of their role while upholding the important principles of our respectful workplace policies, and treating everyone with respect, regardless of position. At BLG, valuing diversity and inclusion is key to a respectful workplace.

BLG is committed to building and fostering a workplace that is reflective of our communities, where all firm members feel included, valued, and heard. We welcome applications from all qualified candidates but acknowledge the systemic and structural barriers that have, historically, marginalized and barred certain groups from accessing employment opportunities. As part of our commitment to removing barriers to employment, we strongly encourage applications from members of these historically marginalized groups including, but not limited to, Indigenous peoples, racialized individuals, members of the LGBTQ+ community, people with disabilities and women. Accommodations are available, upon request, in all aspects of the recruitment process.

\* Please note that relatives of current BLG employees and partners are not eligible for consideration.

---

## BLG | Canada's Law Firm

As the largest, truly full-service Canadian law firm, Borden Ladner Gervais LLP (BLG) delivers practical legal advice for domestic and international clients across more practices and industries than any Canadian firm. With over 725 lawyers, intellectual property agents and other professionals, BLG serves the legal needs of businesses and institutions across Canada and beyond – from M&A and capital markets, to disputes, financing, and trademark & patent registration.

[blg.com](http://blg.com)

### BLG Offices

#### Calgary

Centennial Place, East Tower  
520 3rd Avenue S.W.  
Calgary, AB, Canada  
T2P 0R3

T 403.232.9500  
F 403.266.1395

#### Ottawa

World Exchange Plaza  
100 Queen Street  
Ottawa, ON, Canada  
K1P 1J9

T 613.237.5160  
F 613.230.8842

#### Vancouver

1200 Waterfront Centre  
200 Burrard Street  
Vancouver, BC, Canada  
V7X 1T2

T 604.687.5744  
F 604.687.1415

#### Montréal

1000 De La Gauchetière Street West  
Suite 900  
Montréal, QC, Canada  
H3B 5H4

T 514.954.2555  
F 514.879.9015

#### Toronto

Bay Adelaide Centre, East Tower  
22 Adelaide Street West  
Toronto, ON, Canada  
M5H 4E3

T 416.367.6000  
F 416.367.6749

The information contained herein is of a general nature and is not intended to constitute legal advice, a complete statement of the law, or an opinion on any subject. No one should act upon it or refrain from acting without a thorough examination of the law after the facts of a specific situation are considered. You are urged to consult your legal adviser in cases of specific questions or concerns. BLG does not warrant or guarantee the accuracy, currency or completeness of this publication. No part of this publication may be reproduced without prior written permission of Borden Ladner Gervais LLP. If this publication was sent to you by BLG and you do not wish to receive further publications from BLG, you may ask to remove your contact information from our mailing lists by emailing [unsubscribe@blg.com](mailto:unsubscribe@blg.com) or manage your subscription preferences at [blg.com/MyPreferences](http://blg.com/MyPreferences). If you feel you have received this message in error please contact [communications@blg.com](mailto:communications@blg.com). BLG's privacy policy for publications may be found at [blg.com/en/privacy](http://blg.com/en/privacy).

© 2023 Borden Ladner Gervais LLP. Borden Ladner Gervais LLP is an Ontario Limited Liability Partnership.