



ROLE: **Finance Manager**  
REPORTS TO: CEO  
SALARY RANGE: \$TBD

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## **TMD - STRATEGY. CREATIVE. PERFORMANCE.**

We are not a typical agency... we're an extension of our client's businesses. We are an integrated, full-service marketing agency partner, delivering business performance and financial results by leveraging core areas of expertise to effectively develop strategy, facilitate planning and manage execution with and on behalf of our client-partners by blending strategy, technology, experience, creativity & know-how.

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## **ABOUT THE JOB**

The **Finance Manager** is responsible for working closely with TMD's senior management team and helping to manage the financial well-being of the organization. This includes financial stewardship, investment, currency management, foreign account management, book-keeping, preparing financial reporting, cash flow management, and staying on top of receivables and payables.

The role also involves working closely with the client-facing team members to ensure billables are aligned with scopes of work, PO #s and delivery timelines and payment schedules, as well as ensuring agency operations and workflow coincides with the financial performance.

## **WHO WE ARE LOOKING FOR**

- You thrive on numbers and interpreting the story that they tell of the well-being of the organization, client-relationships, and the profitability of the business
- Your attention to detail is unmatched and you can audit work for accuracy
- You have an innate ability to identify risks and opportunities based on your acute understanding of the organization's financial performance
- You can execute and manage multiple finance functions
- You understand that Financial Management is a crucial part of account management and the overall client experience
- You appreciate and champion operational excellence and consistency



## **WHAT YOU WILL DO**

- Set up accounts in the management system, validating information and preparing reporting for analysis
- Banking, deposits, write cheques, wire transfers and financial reporting
- Government remittances such as HST, Source, Corp tax and EHT
- Invoicing, payables and receivables
- Year-end preparations for the accountant
- Financial forecasting and reporting
- Manage balance sheet and P&L
- Lead the administrative aspects of the business

## **THE EXPERIENCE AND EDUCATION WE ARE LOOKING FOR**

- Relevant post-secondary education in accounting
- 5+ years of successful accounting experience or accountability in multiple areas including accounts receivables and payables, payroll and reporting; preferably in an agency environment
- In-depth working experience and competence in QuickBooks and/or similar software platforms
- A high degree of attention to detail
- Exceptional communication skills
- Experience balancing tight deadlines while maintaining positive working relationships with client, internal stakeholders, and team.
- Skilled people manager with working knowledge of best practices in leading and motivating a team and working with clients
- Communication is thorough and timely using appropriate and effective tools and techniques in both one-on-one and group settings
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- Self-directed with an ability to work cooperatively with others, clients, vendors and business partners to create a working climate that is positive and supportive
- Excellent computer skills (particularly Excel, financial reporting, project management and operations software)
- Strong organizational skills and the ability to complete assignments and meet deadlines
- Demonstrate a willingness to be flexible, versatile and/or adaptable in a changing work environment while maintaining effectiveness and efficiency



## BEING A PART OF TMD MEANS A LOT

We are continually striving to be the catalyst for what comes next while delivering inspiring connections between brands and their audiences.

At TMD we insist on doing whatever it takes to help a client; help a colleague help a client; and help each other. Our business is stood up on pillars of *Agility, Strategy, Solutions* and a collection of *People* who exude our core values every day.

## OUR VALUES

### Listen

We believe everyone's opinion matters and has value. It's critical that we hear the challenges and consider all opinions to be partners in a solution.

### Think

We always take the time to understand, research, ideate and plan so we can create unique, effective solutions that drive results.

### Challenge

Our 10th Voice Principle ensures we ask the hard questions and dig into the why without reprimand, prejudice or bias.

### Deliver

We do what we say we're going to do throughout the strategy, planning and implementation of any engagement. And we expect to be held accountable because we'll do the same for you.

### Perform

We believe results don't happen by chance. They are earned, measured, and should be pursued deliberately with purpose. Performance will deliver growth, and we facilitate growth in our people, clients, and communities.

## HOW TO APPLY

Please forward responses to [careers@tmd.ca](mailto:careers@tmd.ca)

Thank you in advance for your application.

Only those being considered will receive a response.