



CAREER OPPORTUNITY

SENIOR FINANCIAL ANALYST

WHO WE ARE

The **College of Massage Therapists of Ontario (CMTO)** regulates Registered Massage Therapists (RMTs) and exists to protect the public interest. By ensuring that RMTs maintain professional Standards of Practice and are held accountable for their conduct, CMTO protects the public's right to receive high quality, safe and ethical Massage Therapy treatment. The College operates in a non-unionized environment and is conveniently located near transit in midtown Toronto.

ABOUT THE ROLE

CMTO is seeking a Senior Financial Analyst to support corporate budgeting, short- and long-term financial planning and reporting requirements. Additionally, the Senior Financial Analyst prepares analyses, conducts reviews and contributes to the development of business processes and financial policies in accordance with legislated requirements and best practices.

KEY DUTIES AND RESPONSIBILITIES

As Senior Financial Analyst reporting to the Manager, Finance:

- Develop and undertake financial analyses, forecast modelling and reporting to ensure prudent fiscal management and stewardship of the College operations and assets.
- Support the accounting activities and optimize tools and resources to ensure efficient, timely and accurate information.
- Complete revenue reconciliation and recognition, fee refunds, compliance and discipline bookings and accruals.
- Complete account reconciliations – Bank and Balance Sheet accounts monthly
- Prepare and post Month End Journals and Accruals
- Participate in the College's annual budget development and financial/management reporting.
- Assist in the development, ongoing monitoring and reporting of performance measures.
- Provide guidance and interpretation of financial policies, by-laws, procedures and legislation.
- Develop and maintain positive relationships with management, staff and external stakeholders.

SKILLS

- Ability to conduct analysis and present targeted to the audience.
- Organization and time management skills with proven ability to manage and deliver multiple and competing priorities.

- Ability to deal with confidential issues using well-developed discretion, professionalism and judgement.
- Exemplary communication skills, both verbal and written.
- Self-starter with the ability to work with minimal direction and supervision.
- Strong customer service and interpersonal skills and ability to work cooperatively as an effective team member.

QUALIFICATIONS

- **Professional Accounting Designation (CPA)**
- Post-secondary education in accounting, business administration or related
- Minimum of 5 years of recent and progressive financial experience within a non-profit, health and/or regulatory environment.
- Sound business acumen and critical mindset.
- Strong computer skills i.e. MS Office, PowerPoint, Sage, Moneris.
- Experience working with senior management an asset.
- Knowledge of relevant government legislation and regulation in accounting, budgeting and financial reporting.

LIFE at CMTO

Compensation & Time Off

- Hiring salary: \$90,000–\$95,000
- 15 vacation days plus 4 personal days
- Generous sick leave program
- Office closure every year from December 25 to January 1

Benefits & Support

- Group benefits starting on your first day
- Health Care Spending Account
- Annual professional development funding
- Group Retirement Savings Plan
- Maternity and parental leave top-up program

Work Environment

- Remote-first workplace with occasional in-office expectations
- Collaborative, collegial team culture
- Office located at 1875 Yonge Street, Toronto with easy transit and parking access

INTERESTED?

To be considered, apply online or via email to resumes@cmto.com on or before February 23, 2026. Please state the job posting title and your name in the subject line of the email.

Artificial intelligence is not used to screen, assess, or select applicants for this role. Recruiters may use AI-supported tools only to help identify potential candidates on public platforms. All application reviews, assessments, and hiring decisions are made by people in accordance with Ontario employment and human rights laws.

CMTO is committed to equity, diversity, inclusion, and equal opportunity. We welcome applicants from all communities, including people of all religions, ethnicities, and racial backgrounds; persons with disabilities; LGBTQ2S+ communities; women; Indigenous Peoples; and anyone who may contribute to the diversity of perspectives within our organization.

CMTO upholds the Accessibility for Ontarians with Disabilities Act (AODA). We work to ensure that our recruitment, assessment, and selection processes are accessible and will provide accommodations upon request. If you require accommodation at any stage of the hiring process, contact resumes@cmto.com.

We thank all applicants for their interest. Only those selected for an interview will be contacted. Most recruitment activities, including interviews and onboarding, may be conducted virtually.