



Rubin Thomlinson LLP, with practitioners based in Toronto, Ottawa, Montreal, and Vancouver, has a national presence focused solely on workplace investigations and training. Our firm's experience in investigations, workplace harassment and misconduct is diverse and decades deep which gives us a unique insight into the case law and complexities. Our investigations and training company equips organizations with the certainty and confidence to handle these challenging issues.

To support our rapid growth, we require a result oriented individual to join our team as **Director, Finance and Administration** based in our Toronto office.

The Director, Finance and Administration is an integral part of our team and will be responsible for helping build a platform that fully supports both the growth of our legal practice and RT Workplace Training Inc. The Director, Finance and Administration will have a broad range of responsibilities including hands-on financial accounting and management as well as administrative functions including human resources, operations, professional adherence, health & safety, facilities, information technology, marketing and strategic planning.

Our ideal Director, Finance and Administration will have the following experience/skill set:

- An individual with 7+ years of management and leadership experience within a professional services firm.
- Post-secondary education in Finance, Accounting or Business Administration.
- Completion of a recognized accounting designation while preferred is not a prerequisite.
- Proven excellence in fiscal management of budgets, financial reporting and daily accounting functions with a solid knowledge and understanding of accounting software PCLaw and Quickbooks.
- Strong leadership ability to proactively identify, analyze, recommend and implement solutions for the overall effectiveness of the Rubin Thomlinson Group.
- An influencer with strong strategic, analytical, communication and reporting skills and an ability to work with everyone.
- Confident and positive self-starter with a 'figure-it-out' mindset, strong personal productivity and time management skills, and the ability to work autonomously in a fast-paced, dynamic environment.

The Firm's culture is focused on providing a collaborative team environment for all and is offering a competitive compensation package to the successful candidate.

If you believe you have the mind, skill set and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume and your compensation expectations to [searchcommittee@appliedstrategies.ca](mailto:searchcommittee@appliedstrategies.ca).