

Finance Manager

Architecture & Design Industry

Location: Toronto, ON

Job Type: Full-Time

Posting Date: May 15, 2026

Janet Rosenberg & Studio Inc. (JRS)

JRS is a creative and collaborative design studio that imagines and realizes beautiful and resilient landscapes. Our portfolio of work can be viewed at jrstudio.ca. We are seeking an experienced and detail-oriented Finance Manager to join our growing Architecture & Design firm in Toronto. The ideal candidate will bring strong accounting expertise, project-based financial management experience, and a solid understanding of the operational and financial workflows within an architecture or design environment.

This role is ideal for a proactive professional who thrives in a fast-paced, deadline-driven setting and enjoys collaborating closely with leadership and project teams to support financial health and operational excellence. JRS provides a competitive salary, flexible group insurance plan, payment of membership fees to applicable professional associations and opportunities for advancement.

Key Responsibilities

- Prepare monthly billing packages, including draft and final invoices with supporting documentation for Project Manager review and approval in accordance with company procedures
- Issue final invoices to clients in a timely and accurate manner
- Monitor and manage accounts receivable, including collections and follow-up on outstanding balances
- Build and maintain strong client relationships regarding invoicing, payment inquiries, and accounts receivable matters
- Set up and maintain projects and proposals within Deltek Ajera accounting software
- Generate financial reports and project updates for Project Managers and Principals as required
- Collaborate with Project Managers to manage contracts, change orders, purchase orders, and additional services related to project billing
- Administer payroll functions, including employee benefits reconciliation, vacation tracking, and expense processing
- Process government remittances and ensure compliance with reporting requirements
- Perform account reconciliations to maintain accurate financial records
- Coordinate and manage corporate insurance policies, including professional liability, general liability, and property coverage
- Handle general banking activities and financial transactions
- Manage company credit cards and monitor corporate financial accounts for accuracy and compliance

Qualifications & Experience

- University degree in Accounting, Finance, or a related field
- Minimum 5 years of experience within an Architecture or Design firm
- Working knowledge of Deltek Ajera software is required
- Strong proficiency in Microsoft Office and related computer applications
- Excellent verbal and written communication skills
- Strong attention to detail, accuracy, and organizational skills
- Self-motivated with excellent problem-solving abilities

What We Offer

- Competitive compensation package
- Health & Dental Benefits, Group RSP
- Collaborative and creative work environment
- Opportunity to work closely with leadership and project teams

Professional growth within a dynamic, design-focused organization

Interested in joining our studio?

Please send your CV to careers@jrstudio.ca, referencing "Finance Manager – Spring 2026" in the subject line. JRS will contact qualified candidates.