



JOB TITLE: Junior Financial Analyst
MANAGER: Vice President, Finance
JOB TYPE: Permanent

Founded in 1989, DRI Capital (“DRI”) is a pioneer in global pharmaceutical royalty monetization. We provide capital to biopharma innovators, including inventors, institutions and biopharma companies, and build a diversified portfolio of interests in medicines that have a demonstrable positive impact on the world, acquiring dependable, patent-protected cash flow streams derived from the sales of those important drugs. Active across a broad range of therapeutic areas, DRI has deployed more than \$2 billion, acquiring more than 60 royalties on 40-plus drugs, including Eylea, Spinraza, Zytiga, Remicade, Keytruda and Stelara. Headquartered in Toronto, DRI Capital Inc., as the manager of DRI Healthcare Trust (the “Trust”), manages its assets and identifies, evaluates, and completes transactions for new assets. The DRI team is currently based in Canada and the US . The Trust’s units are listed and trade on the Toronto Stock Exchange. To learn more, visit dricapital.com or follow us on [LinkedIn](https://www.linkedin.com/company/dri-capital).

Job Description:

DRI is looking for a highly-motivated and results-driven individual to join our Finance team as a **Junior Financial Analyst**. The successful candidate will be involved in general accounting for DRI Capital focusing on accounts payable and coordinating related bank payments for multiple legal entities including DRI Capital and its subsidiaries; the Trust and its subsidiaries.

Specific Accountabilities include:

- Prepare and enter journal entries for monthly processing, as assigned.
- General ledger account analysis and reconciliation.
- Log and organize all purchase invoices for distribution to appropriate divisions to obtain necessary approval and general ledger coding
- Process corporate accounting entries for invoices through the general ledger utilizing AP and Accounting system
- Ensure all vendors are paid in a timely manner by:
 - Preparing cheque batch runs for processing
 - Complete manual cheque requests
 - Preparing all wire transfers and EFT payments for processing
- Prepare AP control reports to ensure accuracy and completeness and the execution of quarterly supplier reconciliations
- Process all expense reports and credit card payments reconciliations to ensure adherence to expense policy guidelines
- Update and monitor all bank information including:
 - Monitoring bank balances and outstanding payments
 - Creating/maintaining wire templates

- Preparing Board payments packages
- Preparing wire transfer instructions
- Prepare and ensure timely receipt of recoverables between intercompany entities including:
 - Preparation of invoices and summary reports
 - Detailed allocation analysis and transfer of information to Funds
 - Reconciliation of intercompany balances
- Timely preparation of intercompany reconciliation to Trust payables
- Perform daily bank reconciliations and reporting.
- Maintain a filing system for all financial documents
- Identify and proactively act on opportunities to continuously improve internal processes
- Participate in special projects as required.

CORE COMPETENCIES

- Strong organization and multi-tasking skills with ability to achieve results and meeting demanding deadlines under pressure
- Highly attentive to detail
- Energetic, flexible and positive team player
- Excellent communication skills, both written and oral
- A strong work ethic
- Strong problem-solving abilities.
- Communicates proactively

EDUCATION AND EXPERIENCE

- Strong accounting skills, attained through a combination of education and prior work experience.
- 5+ years of relevant experience in Accounts Payable and processing related payments
- An accounting designation or working toward an accounting designation is an asset.
- Good knowledge of basic accounting systems.
- Experience in working within the investment industry with a publicly listed or private investment firm, would be an asset.
- Knowledge of NetSuite, SquareWorks and the Concur expense management system is an asset.
- Advanced Microsoft Excel proficiency with a high level of aptitude for a wide range of computer applications including all elements of MS Office applications.

The DRI core values are “team work”, “integrity” and “drive to win.” Accordingly, the candidate we are looking for will demonstrate the following:

- Outstanding communication skills, both written and verbal
- Excellent interpersonal and well-developed relationship management skills
- A track record of hard work and success
- Strong service orientation and work ethic and a professional demeanor
- Strong organizational skills, attention to detail and a proactive nature
- Detail oriented with the ability to continually monitor processes and procedures to optimize group effectiveness
- Motivated individual with drive and proven ability to work in a fast-paced environment and the ability to handle multiple projects at one time while meeting demanding deadlines

The position is located in Toronto and offers a competitive compensation package, commensurate with experience.