

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we'd like to hear from you.

We are the [Resource Productivity and Recovery Authority](#) (the Authority) and our vision is a circular economy today for a waste-free tomorrow. Our mission is to support compliance with individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment.

Our mandate from the Government of Ontario is to advance a circular economy by enforcing the requirements of the [Resource Recovery and Circular Economy Act, 2016](#) (RRCEA) and the [Waste Diversion Transition Act, 2016](#) (WDTA) and their associated regulations.

We are looking for a talented and committed individual to join us as a **Finance Manager** to support the government's efforts to protect the environment and accelerate a new economy in which all waste is reused, recycled, and reintegrated.

### **Finance Manager**

Reporting to the Chief Financial and Administration Officer (CFAO), the Finance Manager plays an integral, hands-on leadership role ensuring the accuracy of day-to-day financial accounting and reporting, as well as supporting financial analysis to support critical strategic decisions.

The Finance Manager will support the maintenance of all financial policies and procedures, and systems including the safeguarding of assets and internal controls. Additionally, this role will be directly responsible for all internal and external reporting requirements.

The Finance Manager will have to be comfortable operating in a fast-growing, rapidly changing, and dynamic organization with a self-governing, roll-up-your-sleeves culture. The Finance Manager will also have to be a systems-savvy professional with the ability to grasp the capabilities of the organization's new financial system in order to design internal audit procedures supporting the systems implementation while leveraging its capabilities for the organization.

### **Practically speaking, you will:**

#### Strategic Finance

- In conjunction with the CFAO, oversees and leads the annual budgeting and financial planning process; supports the review of all financial plans and budgets; and monitors progress and changes
- Support the development and publication of the organization's Annual Report and Business Plan
- Recommends and assist in implementing continuous improvement techniques to improve productivity and increase efficiencies

- Supports the review and implementation of complex pricing/costing recommendations for new programs
- Cross-functional representative on teams developing and analyzing allocations, fee models and implementation
- Supports Registry projects as required

#### Operational Finance

- Effectively manages the full accounting cycle for the organization including account analysis, reporting, general ledger, and other accounting documents for accuracy, adequacy, and reasonableness.
- Recommends changes to RPRA financial and accounting policies and procedures including the Financial Management and Controls Policy
- Review and assess current accounting practices and recommends/implements improvements to internal controls and business processes
- Supports the management of the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Oversees the processing and management of accounts receivable including collections
- Overseeing the processing and management of accounts payables including appropriate cost allocations
- Review and oversight of financial reconciliation and controls of Salesforce to SAP ByDesign
- Provides research, interpretations, and recommendations for the application of new accounting and reporting guidelines
- Assists the CFAO with financial reporting as required at the Finance and Technology Committee and Board meetings
- Oversee regulatory reporting
- Lead the preparation of monthly, quarterly, and year-end financial and management reporting, including financial statements, schedules, and analyses
- Designs the annual external financial reporting package including the notes to the financial statements
- Liaises with external auditors and prepares management responses to auditor's recommendations and supports the implementation of any required changes

#### Treasury and Risk Management

- Oversees monthly and quarterly cash planning to ensure sufficient liquidity and timely payments
- Liaising with other functions to plan for major cash outflows
- Supports the negotiation and management of credit facilities
- Ensures compliance with all credit reporting including compliance with covenants
- Develops credit forecasting and reporting
- Supports organizational Enterprise Risk Management

#### People Management

- Directs finance staff to ensure that they are appropriately motivated and developed and able to carry out their responsibilities to the required standard

#### Other

- Back up support to the CFAO
- Act as owner for the financial reporting system
- Other duties as assigned

## **Working with the Resource Productivity and Recovery Authority**

This is a permanent, full-time role working Monday-Friday from 9:00am-5:00pm, with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, a defined contribution pension, 5 personal days, and three weeks of vacation to start.

During COVID-19, we work remotely and support flexible work schedules. Upon our return to the office, we will continue to support flexible work schedules but depending on the job requirements you'll need to be able to commute to our office. We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

We are a small team operating in an entrepreneurial environment. We are looking for team players who know what all hands-on deck means, can hit the ground running, and are ready to make the job their own. You'll have plenty of opportunities for growth, development, and mentorship as you learn from our talented team. Our hope for you is that you'll be able to fine-tune your skills and move upward in our organization.

You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

### **Qualifications**

#### Education

- Bachelor Degree/Diploma or equivalent work experience
- CPA Designation required

#### Experience

- Over seven years of experience
- Regulatory compliance experience considered an asset
- Experience with NFP Accounting standards
- Salesforce.com and SAP Business ByDesign experience an asset

#### Other Knowledge, Skills, Abilities or Certifications

- A collaborative team player who is highly motivated and interested in working in a dynamic and changing environment
- Strong analytical, communication, and leadership skills
- Self-starter, proactive and positive with the ability to identify issues and resolve problems
- Strong work ethic with a commitment and ability to meet critical business deadlines
- Excellent communication and organizational skills
- System implementation experience a plus
- Strong working knowledge of computer application accounting systems and software applications preferably in a Microsoft Office environment (i.e. Excel, Word, Access, PowerPoint)
- Advanced Excel skills (pivot tables, lookups, conditional formatting, array formulas etc.)
- Background in data modeling and forecasting tools
- Understanding of financial management, costing and pricing
- Strong problem-solving skills, with the ability to exercise sound judgment and make decisions based on accurate and timely analysis

- Demonstrated ability to analyze, synthesize information and produce appropriate reports
- Demonstrated organizational skills with the ability to prioritize, multitask, and thrive in a climate of change
- Exemplary oral and written communication and problem-solving skills
- Ability to research and understand complex regulatory documentation
- Strong management skills to direct, motivate and mentor staff, and to manage performance
- Knowledge of the *Resource Recovery and Circular Economy Act, 2016* (RRCEA) and the *Waste Diversion Transition Act, 2016* (WDTA) would be an asset

### **How to Apply**

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

**Please submit your CV and cover letter to:  
Julie Page at [julie@altisrecruitment.com](mailto:julie@altisrecruitment.com)**