

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 \(RPRA\)](#) 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 **Financial Accountant** to support the government's efforts to protect the environment and accelerate a new economy in which all waste is reused, recycled and reintegrated.

Financial Accountant

The Financial Accountant is responsible for performing a range of accounting activities and analyses requiring professional knowledge of accounting concepts, principles, and practices.

Reporting to the Finance Manager, the Financial Accountant will support financial analysis underpinning the creation of the annual Business Plan. The Financial Accountant is a key contributor to the treasury and risk management functions of the Authority.

Practically speaking, you will:

Essential Duties and Responsibilities

Accounting & Reporting (50%)

- Supports month-end and year-end activities, including the preparation of G/L schedules and reconciliations, fixed assets database, and audit packages
- Supports month-end and year-end activities by performing timesheet allocations, expense allocations, cost recovery and reserve recognition
- Assists in preparing clear, timely and accurate monthly, quarterly and annual financial statements; including the appropriate supporting analyses
- Supports integrity of the financial reporting; cash flow forecasting and management; optimizing the Authority's working capital
- Acts as back-up for the reconciliation of Salesforce.com with the accounting system SAPby Design and manual Registry invoicing
- Coordinates the preparation and analysis of schedules, statements, and reports for distribution to internal and/or external stakeholders

- Supports the Finance Manager with financial reporting as required at Finance Committee and Board meetings
- Recommends changes to RPRA financial and accounting policies and procedures including the Financial Management and Controls Policy

Analytics (20%)

- Supports the development and maintenance of detailed budget/forecasts, and cash flow forecasting models
- Provides management with financial analysis and data, as required, to support operational decision-making
- Develops, maintains, and distributes ad-hoc reports and financial models as needed
- Prepares variance analysis reports to compare actuals with prior periods and budget/forecast

Treasury & Risk Management (25%)

- Prepares financial models in support of cash flow reporting and risk forecasting
- Provides financial planning and analysis on daily treasury and cash management, limiting risk to the organization
- Supports activities to optimize cash flow, ensure adequate liquidity to meet obligations and monitor compliance with bank covenants
- Recommends investment strategies and portfolios for the Authority's excess fund investments in compliance with the Investment Policy
- Responsible for quarterly Board investment reporting
- Prepares quarterly bank reporting in support of loan compliance agreements

Other (5%)

- 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, 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 in Business or equivalent work experience
- Pursuing an Accounting designation, CPA preferred

Experience

- Over two years of experience
- Regulatory compliance experience considered an asset

Other Knowledge, Skills, Abilities or Certifications

- 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
- Attention to detail and accuracy
- 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
- A team player with exemplary oral and written communication and problem-solving skills
- Knowledge of the Resource Recovery and Circular Economy Act (RRCEA) and the Waste Diversion Transition Act (WDTA) would be an asset
- Advanced Quickbooks software experience would be an asset
- Ability to research and understand complex regulatory documentation
- Strong knowledge of accounting concepts, techniques, and principles
- Demonstrated commitment to client service and satisfaction, required

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:

Maraki Kifle at Maraki.Kifle@altisrecruitment.com