

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 **Financial Analyst** 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 Analyst**

The Financial Analyst is responsible for developing, interpreting, and implementing financial, budget and forecasting models and performing a range of accounting activities and analysis requiring professional knowledge of accounting concepts, principles, and practices.

Reporting to the Finance Manager, the Financial Analyst will provide financial analysis, including facilitating the integration and interpretation for effective business decision making and performance measurement. The Financial Analyst will support the creation of the annual Business Plan through the exploration of various scenarios, defined in conjunction with the Senior Leadership team and based on forecasted assumptions and benchmarking tools.

Working in a small, nimble team, the Financial Analyst will be integral to the development and management of the financial reporting of the Authority. A passion to fully understand the business and the drive to proactively assess and strategize will be necessary for the fulfilment of this position. The incumbent will provide consultation and support to senior leadership in the interpretation of financial and performance reports to assist in effective operation management decisions.

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

### **Analytics (40%)**

- Performs complex analyses of financial and/or statistical data and prepares reports and/or commentary for management review and decision-making
- Reviews and implements complex pricing/costing recommendations for new programs, analyzing the risks/benefits of options

- Consults with Registry and Transition teams to analyze, develop, and fine-tune financial models supporting processes such as allocations, fee model development, and implementation and structures, etc.
- Liaises with external stakeholders, parties, and cross-functional teams, etc. to obtain, exchange, or respond to requests for information, or provide explanation of financial and/or statistical data
- Responsible for 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
- Develop, maintain, and distribute ad-hoc reports and financial models as needed
- Produce details reports on budget monitoring and evaluation
- Analyze budget disparities (budget/forecast vs actual) on a monthly/quarterly/annual basis

#### Accounting & Reporting (35%)

- Processing of month-end and year-end activities, including the preparation of reconciliations and audit packages
- Prepares, analyzes and presents financial reports in an accurate and timely manner; clearly communicates monthly and annual financial statements; collates financial reporting materials including the appropriate supporting analysis
- Responsible for the integrity of the financial reporting; cash flow forecasting and management; optimizing the company's working capital
- Coordinating the preparation and analysis of schedules, statements, and reports for distribution to internal and/or external stakeholders
- Recommends changes to RPRA financial and accounting policies and procedures including the Financial Management and Controls Policy
- Supports the design of the annual external financial reporting package
- Supports the annual audit, liaises with external auditors, providing information and responding to questions; supports the implementation of any required changes
- Supports the Finance Manager with financial reporting as required at Finance Committee and Board meetings

#### Treasury & Risk Management (10%)

- Responsible for cash flow and risk forecasting oversight
- Provides financial planning and analysis on daily treasury and cash management, limiting risk to the organization
- Works with business to optimize cash flow, ensuring adequate liquidity to meet obligations & support business while confirming bank covenants are monitored and achieved
- Evaluates and recommends changes to insurance, ensuring appropriate coverage is maintained
- 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

### Special Projects (10%)

- Performs ad-hoc analysis, reports and projects as required
- Monitors and assists in the capital management process, providing insight to the capital program
- SME on special projects, i.e. financial system implementation & Registry

### Other (5%)

- Back support for other members of the financial and administration team
- Responsible for the integrity of the accounting system including the maintenance of the General Ledger System
- Monthly tax reporting
- Preparation of annual government Statistics Canada reporting
- Responsible for training new staff as required
- 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 finance, accounting or economics or equivalent work experience
- Professional Designation (CPA) or in the final stages of acquiring

### **Experience**

- Over five years of experience
- Regulatory compliance experience considered an asset
- Strong knowledge of generally accepted accounting principles

- Ability to independently interpret reported results, follow-up on anomalies and provide analysis of variances
- Experience in budgeting, forecasting and proving analysis

#### **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
- Ability to research and understand complex regulatory documentation
- Strong knowledge of accounting concepts, techniques, and principles
- Demonstrated problem-solving skills
- Excellent verbal and written communication skills, required
- 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:**

**Donna McGurk at [donna@altisrecruitment.com](mailto:donna@altisrecruitment.com)**