Financial Analyst, AR and Revenue (Contract) Job Description

September 2026

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), Ontario's circular economy regulator.

Our vision is a waste-free and prosperous Ontario. And our mission is to support waste reduction and resource recovery by enforcing compliance with Ontario's producer responsibility laws, providing registry services to our regulated community, and reporting publicly on Ontario's progress towards a circular economy.

We are looking for a talented and committed individual to join us as a Financial Analyst, AR and Revenue (Contract) to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

Supervisory Relationships

Reports to: Manager, Financial Planning and Analysis

Supervises: n/a

Position Type: 12-month contract

Job Summary

The Financial Analyst (AR and Revenue) is responsible for performing accounting and financial analysis activities requiring working knowledge of accounts receivable, billings, accounting concepts, principles, and practices.

Reporting to the Manager, Financial Planning and Analysis, the Financial Analyst (AR and Revenue) will support accounts receivable operations and analysis, cash receipts processing, bank reconciliations, Registrant inquiries, Salesforce.com case management, fees analysis and forecasting.

Essential Duties and Responsibilities

Accounts Receivable and Revenue

- Process daily cash receipts and payments received through EDI, electronic bill payment, credit card, direct debit and cheque, and apply payments to Registrant accounts in Salesforce.com within established performance standards
- Prepare daily bank reconciliations; investigate and resolve unapplied, short paid and overpaid amounts, payment reversals, chargebacks and non-sufficient funds (NSF) items
- Support the resolution of reconciling items between Salesforce.com and the financial system (SAP ByDesign) to ensure the integrity of financial data
- Support the monitoring the accounts receivable inbox and respond to Registrant inquiries related to invoices, payments, credits and late payment fees, escalating complex or unresolved matters as appropriate

- Support the management of the Salesforce.com accounting case queue, including case creation, categorization, follow-up and closure within established service standards, and respond to Registrant calls through the finance contact center (Amazon Connect)
- Process late payment fee exemptions and prepare late payment fee cancellation requests for review and approval
- Follow up on past due balances and support collection and write-off activities across programs
- Prepare and accumulate data to support monthly accounts receivable reporting, key performance indicators, including the aged receivables report, allowance for doubtful receivables, activity based data, and support month-end accounts receivable schedules and reconciliations

Budgeting and Analytics

- Perform financial analysis to support the annual budget, forecasts and reporting, including analysis of budget variances (budget/forecast vs actual)
- Support the preparation of models and data supporting budgets, cost allocations, fee model development and program fees
- Analyze and produce detailed reports on fees monitoring/tracking, including volumes and value evaluation
- Monitor, test and investigate invoicing irregularities and/or anomalies in accordance with Board approved fees

Other

- Perform ad-hoc analysis, reports and projects as required
- Support the maintenance of RPRA's accounts receivable policies and procedures and provide recommendations for improvement
- Other duties as assigned

Job Qualifications

Education

- Bachelor's degree/Diploma in Business or equivalent work experience
- Pursuing an accounting designation would be an asset

Experience

- Minimum of two years' experience in accounts receivable, billings, cash application or a related finance and accounting role

Other Knowledge, Skills, Abilities or Certifications

- Strong working knowledge of ERP accounting systems, CRM systems and software applications preferably in a Microsoft Office environment (i.e. Excel, Word, PowerBI, PowerPoint)
- Intermediate to advanced Excel skills (pivot tables, lookups, conditional formatting)
- Ability to extract, model and analyze data and report results.
- Understanding of financial management, costing and pricing
- Attention to detail and accuracy
- Experience with cash applications, bank reconciliations and resolving payment discrepancies
- 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
- SAP and Salesforce software experience would be an asset
- Working knowledge of accounting concepts, techniques, and principles
- Demonstrated commitment to client service and satisfaction, required

Travel Requirements

N/A

Physical Demands

Office/Desk Job

Working with the Resource Productivity and Recovery Authority

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

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

We have a hybrid work arrangement and support flexible work schedules. Remote work is expected to be completed from a location within Ontario. Our office is conveniently located at 175 Bloor St East in Toronto.

RPRA is committed to a professional, respectful work environment where employee safety and well-being are prioritized, and harassment of any kind is not tolerated.

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.

RPRA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Resource Productivity and Recovery Authority utilizes artificial intelligence (AI) to screen and assess applicants for this position based on pre-defined, job-related criteria. AI acts as a supporting tool, but all final decisions are made by human HR professionals and hiring managers.

Target salary range: Min: $62,645 - $78,306

How to apply

Submit your cover letter and resume (Name_JobTitle_2026) with the Subject Line: Name -JobTitle - 2026 at: careers@rpra.ca