

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 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.

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

FINANCIAL SYSTEMS LEAD

Reporting to the Finance Manager and in close partnership with the Chief Financial and Administrative Officer (CFAO), the Finance Systems Lead is a pivotal role on the finance team, who leads the optimization and utilization and effectiveness of the financial ERP and related systems within the organization and acts as support for finance team members. This key position spearheads and implements initiatives for finance process improvements, system automation, and data-driven decision-making, and contributes to enhanced organizational efficiency and performance. This position also creates reports, performs financial analysis, and maintains policy, process and systems documentation. In collaboration with IT and the Manager of Business Change and Implementation, the incumbent ensures seamless financial systems improvements, upgrades, focusing on integration, data integrity, and enabling sophisticated reporting capabilities. The finance systems portfolio managed includes SAP ByDesign, Salesforce, financial reporting tools, Dell Boomi, Dayforce, Chargent, and custom banking portals among others, requiring adaptability and expertise across platforms.

Practically speaking, you will:

Systems Development & Enhancements

- Serve as the financial systems product owner responsible for all phases of project and operational sprint lifecycles, including requirements identification, planning, testing, and deployment of finance and administrative initiatives
- Facilitate collection and structuring of finance business needs into clearly defined requirements, utilizing formats suitable for Agile methodologies, focusing on finance/administrative systems enhancements and Salesforce billing-to-collection workflows
- Evaluate potential impacts of system changes on user and customer experiences, offering both business and technical recommendations to guide decision-making regarding system enhancements

- Forge and maintain strong partnerships with key business stakeholders to ensure the delivery of high-quality system configurations, customizations, and data integrations
- Execute validation processes for all testing phases, providing support for the finance systems portfolio
- Proactively identify, diagnose, and address system issues, collaborating with IT and external vendors as needed to devise and implement effective resolutions
- Map out and maintain technical dependencies within system architectures and propose innovative, scalable solutions to improve efficiency and effectiveness
- Ensure system structures effectively maintain rigorous data integrity across the ecosystem and keep up to date with releases, new features, and best practices to ensure optimal system performance and user satisfaction

Financial Process and Procedures Optimization

- Collaborate with the Finance Manager, CFAO and cross-functional teams as required, to refine and document financial systems and process best practices, ensuring streamlined activities, enhanced data management, robust system integration, and strong internal controls
- Continuously review and monitor performance and integration of financial systems, identify and resolve any discrepancies or inefficiencies to ensure seamless operation between platforms
- Lead change management initiatives for financial system updates and enhancements, utilizing data analysis to identify and leverage opportunities for process improvement
- Provide comprehensive end-user support, training and development for the financial systems portfolio, including knowledge transfer, documentation, and day to day support and advice to finance team members.
- Prepare and maintain documentation, including requirements, specifications, process flows, and procedures for both automated and manual financial operations, aligning them with organizational policies, audit and compliance standards, and security requirements

Reporting and financial analysis

- Design, develop, and maintain reports and dashboards across the finance systems portfolio, to meet business needs and improve operations through informed decision-making and analysis
- Generate detailed reports and analyses on performance metrics, operational efficiencies, cost-saving opportunities, and other critical data points to drive process and financial improvements
- Support chart of accounts and distribution rules, new product & GL set up, and maintain accurate budget and forecast data within financial systems
- Support and perform finance and accounting duties, including but not limited to, monthly financial reporting, variance analysis, review of program revenues and analysis to support fee setting, budget and forecasts, cost allocations, and other data and information needs
- Support the annual audit process as required

Other duties

- Lead and/or represent the Finance Manager on various projects, assignments and/or working groups, ensuring financial perspectives are effectively integrated into outcomes
- Support the CFAO and Finance Manager in developing and executing the annual work plan, aligning project and operational activities with strategic financial objectives
- Proactively identify and manage dependencies between projects and deliverables, ensuring coordinated progress, timely completion, and appropriate status reporting to the CFAO and Finance Manager
- Support and lead project management best practices within the finance and administration team, enhancing efficiency and consistency in business operations
- Other duties as assigned

Qualifications

Education

- Bachelor's degree in Finance, Accounting, Information Technology, Business Administration, or a related field; or equivalent work experience
- Professional accounting designation (CPA or other relevant certifications)

Experience

- Five to eight years of experience in finance, accounting and related systems
- Proven track record in managing ERP systems such as SAP ByDesign, Salesforce, or similar platforms, with a comprehensive knowledge of financial processes and data flows
- Extensive experience in financial reporting, budgeting, and analysis, with a deep understanding of financial principles and practices
- Technical knowledge of data integration, system configuration, and customization techniques and principles
- Demonstrated project management and business analysis experience; PMP certification is an asset
- Familiarity with Agile practices and regulatory environments is an asset

Other Knowledge, Skills, Abilities or Certifications

- In-depth knowledge of ERPs and integration with business systems like CRMs, with strong expertise in SAP ByDesign, Salesforce, and integration tools such as Dell Boomi; experience in banking APIs/SFTPs such as TIBCO, WinSCP or similar systems, and financial reporting and advanced analytics, such as business intelligence tools.
- Exceptional analytical and technical skills to interpret system data and drive improvements
- Excellent problem-solving skills, proactively identifying, researching, simplifying complex information, and formulating recommendations and appropriate reports
- Effective interpersonal and collaboration skills with diverse internal stakeholders, including technical, financial, and executive teams; adaptable and motivated to pitch in where required
- Proficient in Microsoft 365 applications with advanced Excel skills (pivot tables, lookups, conditional formatting, array formulas, etc.).
- Outstanding project management skills, detail-oriented and exceptionally organized, with the ability to prioritize, multitask, and thrive in a climate of change
- Exemplary oral and written communication

- Knowledge and understanding of regulatory environments and/or the circular economy is an asset
- Experience with financial/IT system audits

Working with the Resource Productivity and Recovery Authority

We have a hybrid work arrangement and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario.** We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

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

RPRA is committed to maintaining a professional and respectful work environment. RPRA prioritizes the safety and well-being of its employees. Harassment or disrespectful behaviour of any kind by any individual towards our employees will not be 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.

Min: \$88,440 – Mid: \$110,550 salary range

How to Apply:

Internal applicants and referrals: submit your resume to HR with the job title

External applicants: submit your resume to Donna McGurk at donna.mcgurk@altis.com