



**Manager, Financial Accounting and Reporting**  
**Permanent**  
**Career opportunity**

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 Manager, Financial Accounting and Reporting to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

### **Manager, Financial Accounting and Reporting**

Reporting to the Chief Financial and Administration Officer (CFAO), the Manager, Financial Accounting and Reporting is a process and systems driven financial leader responsible for overseeing various operational areas of finance including financial reporting, policies, processes and internal controls, accurate day-to-day financial accounting, and the oversight of accounts payable. 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 hands-on leader will be responsible for developing and supervising a team and collaborating on a regular basis directly with the Manager, Financial Planning and Analysis, Procurement and Contract Manager, and other finance team members to achieve the finance department's strategic objectives and the delivery of high-quality financial services.

The Manager, Financial Accounting and Reporting, will lead the maintenance of accounting policies and procedures within a sound internal control framework. This role will be responsible for all internal and external reporting requirements, the external and internal audit processes, in collaboration with the Manager, Financial Planning and Analysis. The Manager, Financial Accounting and Reporting, will also have to be a systems savvy professional with the proven ability to maximize the capabilities of an organization's financial ERP system, including integration with the CRM (Salesforce) and data analytics tools, to design and maintain sound internal controls and efficient and effective processes.

The Manager, Financial Accounting and Reporting, is responsible for developing, training and motivating finance team members to ensure strength of the department, while operating in a growing and dynamic organization with a self-governing, roll-up-your sleeves culture.

**Practically speaking, you will:**

Supervise, coach and direct finance staff to ensure that they are appropriately motivated, developed, and able to carry out their responsibilities to the required standard in the following areas:

**Financial Reporting, Systems, Policies and Internal Controls (40%)**

- Lead the preparation and review of monthly, quarterly, and year-end financial statements and management reporting, including notes and supporting schedules in accordance with generally accepted accounting principles (GAAP) for not-for-profit organizations for internal and external annual reporting purposes
- Manage the annual audit process with external and internal auditors, ensuring compliance with policies, internal controls, audit and accounting standards, including gathering documentation, answering inquiries, and implementing audit recommendations
- Stay abreast of relevant accounting standards and ensure compliance with financial reporting requirements
- Provide research, interpretations, and recommendations for the application of new accounting and reporting guidelines
- Conduct regular assessments and recommend changes to RPRA's financial and accounting policies, processes, procedures and systems to identify and implement areas of improvement, to ensure internal controls are designed and operating effectively and to improve the accuracy and reliability of financial information
- Lead and implement the financial system change initiatives within the finance department using data analysis to enhance efficiency, accuracy, and effectiveness of accounting processes and reporting systems
- Provide comprehensive end-user support, training and development for the financial accounting team, including knowledge transfer, documentation, and day-to-day support and advice to finance team members
- Develop, maintain and refine documentation of financial systems, procedures and process flows (for manual and automated financial operations), ensuring streamlined activities, enhanced data management, robust system integration, and strong internal controls. Ensure alignment with organizational policies, audit and compliance standards, and security requirements
- Maintain chart of accounts and distribution rules, changes to general ledger accounts and set up

**Accounting Operations Management: (40%)**

- Manage the day-to-day operations and responsibilities of the accounting team, including accounts payable, receivables, general ledger maintenance and postings, filing monthly HST, recording payroll and benefit related transactions, financial reporting and cost allocations and distributions
- Maintain accurate and up-to-date general ledger accounts by reviewing and reconciling balances, oversee the recorded journal entries and the performance of monthly and year-end closing procedures
- Manage and oversee the processing and disbursement of accounts payables, including processing invoices, expense reimbursements, reconciling accounts, communicating with vendors, vendor and employee disbursements, appropriate general ledger coding and cost allocations
- Ensure all accounting processes comply with internal policies and external regulations, minimizing risk and creating accurate financial reporting

- Drive efficiency and accuracy while implementing innovative solutions to optimize accounting, accounts payable and disbursement processes, within a sound internal control framework
- Oversee the recording, administration and audit of purchasing card program/credit cards, including administering new cards, adjusting limits in accordance with policy, in co-ordination with the Procurement and Contract Manager
- Provide guidance and advice regarding treatment of HST and other compliance matters
- Oversee the management of the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Support the Manager, Financial Planning and Analysis with cash flow functions, including monitoring liquidity and overseeing investment activities
- Plan, monitor, and analyze key metrics for day-to-day operations to ensure efficient and timely completion of tasks
- Collaborate with other departments and stakeholders to provide financial expertise and support organizational initiatives

#### **Other (20%)**

- Assist the CFAO with financial reporting as required at the Finance and Technology Committee and Board meetings
- Act as back up support to the CFAO and/or Manager, Financial Planning and Analysis during vacation and/or when requested
- Conduct ad hoc financial analysis to support decision-making processes and identify opportunities for operational improvement
- Participate in organizational strategic planning and developing, implementing monitoring, and evaluating the strategic and operational plans
- Support development, ongoing evaluations of financial metrics
- Other duties as assigned

### **Qualifications**

#### **Education**

- Bachelor's degree/Diploma
- CPA Designation required

#### **Experience**

- Over ten years of progressive experience in finance/accounting with experience within an organization of similar size and complexity
- Experience with not-for-profit accounting standards an asset
- Regulatory accounting and financial experience considered an asset
- Strong technical and financial systems experience with CRM (Salesforce) and ERP systems (SAP Business ByDesign) and above average excel skills

#### **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

#### **Travel Requirements**

- N/A

#### **Physical Demands**

- Office/Desk Job

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

This role is 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, personal days and three weeks of vacation.

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.

RPRRA is committed to maintaining a professional and respectful work environment. RPRRA 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: \$97,284 – Mid: \$121,605 salary range**

**How to Apply:**

*All applicants and referrals:* submit your resume to [careers@rpra.ca](mailto:careers@rpra.ca) with the job title in the subject line.