

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 Senior Finance Business Partner (SFBP) to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

SENIOR FINANCE BUSINESS PARTNER (SFBP)

The Senior Finance Business Partner (SFBP) has a pivotal role in the finance team, who is responsible for leveraging strong financial skills and business acumen to play an instrumental role interfacing with key functional leaders and provides insight, financial analysis and reports to enhance financial and operational performance. The candidate will be responsible for developing, interpreting, and implementing budget and forecasting models and will lead revenue, fees and receivable related analysis, cash flow and investments management, reconciliations and system related improvements and upgrades to contribute to organizational efficiency, performance and service delivery.

The SFBP is responsible for a range of accounting, financial planning and analysis responsibilities requiring professional knowledge of financial data analysis and accounting concepts, principles, and practices.

Reporting to the Manager, Financial Planning and Analysis, the SFBP will provide financial and accounting analysis, including facilitating the integration and interpretation for effective business decision making and performance measurement. The SFBP will support the creation of the annual Business Plan and fee setting process 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 SFBP 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:

Budgeting, Financial Planning and Analytics (40%)

- Support financial planning, annual budgeting and forecasting processes; monitor, refine track and report changes and variances, and ensure assumptions are reasonable and accurate
- Responsible to build, maintain and analyze detailed budget models and forecasts and other complex financial models
- Coordinate and provide financial support to budget holders, respond to financial and accounting queries, gather budget input and ensure alignment with overall RPRA's objectives and business plan activities
- Develop and maintain dashboards and clear and compelling reporting to support variance analysis, commentary for management review and decision making
- Reviews and implements complex pricing/costing recommendations for new programs, analyzing the risks/benefits of options and provide recommendations based on financial business case assessments
- Consults with data analytics, registry and other teams to develop, analyze, and fine-tune complex financial models supporting processes such as cost allocations, fee model development, and program fees
- Liaises with external stakeholders, parties, and/or cross-functional teams to obtain, exchange, or respond to requests for information, or provide explanation of financial and/or statistical data, and prepare related reports and presentations
- 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 detailed reports on budget and fees monitoring and evaluation
- Analyze and explain budget disparities (budget/forecast vs actual) on a monthly/quarterly/annual basis
- Provide accounting guidance to support effective business operational planning and new business decisions

Financial Reporting, Analysis and Treasury (20%)

- Tracking and reporting on revenue and accounts receivable compared to budget and/or targets
- 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, quarterly, and annual financial statements; collates financial reporting materials including the appropriate supporting analysis and financial key performance measures and indicators, as required Responsible for building and maintaining a rolling cash flow forecast ensuring adequate liquidity to meet obligations and maximize returns on investments for excess cash
- Provides financial planning and analysis on treasury and cash management, limiting risk to the organization
- Works with business to optimize cash flow & support business while confirming bank covenants are monitored and achieved
- 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

- Recommend changes to RPRA financial and accounting policies and procedures including the Financial Management and Controls Policy
- Supports the annual audit, liaises with external and internal auditors, providing information and responding to questions; supports the implementation of any required changes
- Supports management with financial reporting as required at Finance Committee and Board meetings

Financial Systems, Tools and Reporting (30%)

- Responsible to oversee the accurate implementation and testing of Board approved fees in Salesforce and oversee successful integration with financial systems (SAP By-Design)
- Responsible to review and oversee the integration between Salesforce.com and with the accounting system (SAP ByDesign), identify and resolve any discrepancies or inefficiencies to ensure seamless operation between platforms
- Participate in the implementation of approved system enhancements, operational sprint lifecycles, including requirements identification, planning, testing, and deployment of finance and administrative initiatives
- Support the evaluation of 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
- Support chart of accounts and distribution rules, new product & GL set up
- Develop dashboards, reports and tools to support financial analysis, reporting and complex financial models and reconciliations

Other (10%)

- Perform ad-hoc analysis, reports and projects as required
- Back support for other members of the finance team
- Responsible for documenting, maintaining and testing financial internal controls and procedures and processes
- Responsible for training new staff as required
- Other duties as assigned

Qualifications

Education

- Bachelor's degree/diploma in finance, accounting or economics

Experience

- Over six years of experience
- Strong financial analysis and knowledge of generally accepted accounting principles
- Advanced skills in Excel, business analytics tools, CRM and ERP systems (Salesforce.com and SAP Business ByDesign experience an asset)

- Ability to independently interpret reported results, follow-up on anomalies and provide analysis of variances
- Experience in budgeting, fee setting/revenue/billing, cost allocations, forecasting and preparing complex financial reports and analysis

Other Knowledge, Skills, Abilities or Certifications

- Professional Designation (CPA)
- 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 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
- 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

Working with the Resource Productivity and Recovery Authority

This is a permanent 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, pension, sick/wellness day, 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.

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.

RPRRA 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: \$90,000 – Mid: \$110,000

How to Apply:

All applicants and referrals: submit your resume to HR with the job title in the subject heading via careers@rpra.ca