

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 Financial Accountant** 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 FINANCIAL ACCOUNTANT**

The Senior Financial Accountant is responsible for performing a range of accounting and analysis activities and financial reporting requiring professional knowledge of accounting concepts, principles, and practices.

Reporting to the Manager, Financial Accounting and Reporting, the Senior Financial Accountant is responsible for a range of day-to-day accounting activities, monthly financial reporting and analysis, annual audit and financial statements, ERP system administration, and other financial analysis and reconciliations. In addition, the Senior Financial Accountant will support the maintenance of all financial policies and procedures, systems including the safeguarding of assets and internal controls.

Working in a small, nimble team, the Senior Financial Accountant 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.

## **Essential Duties & Responsibilities**

### **Accounting & Reporting**

- Perform a range of day-to-day accounting and analysis activities to ensure timely and accurate financial reporting.
- Maintain accurate and up-to-date general ledger accounts by recording journal entries, reconciling balances, account analysis, and perform monthly and year-end closing procedures.
- Process month-end and year-end activities, including the preparation of reconciliations and HST remittances.

- Responsible for ensuring that assets are properly recorded, amortized, and disposed of as appropriate
- Responsible for preparing and design the monthly, quarterly, and year-end financial statements, including supporting working papers, notes and schedules in accordance with generally accepted accounting principles (GAAP) for not-for-profit organizations for internal and external annual reporting purposes.
- 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
- Responsible for the integrity of 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
- Recommend changes to RPRA financial and accounting policies and procedures including the Financial Management and Controls Policy
- Provides research, interpretations, and recommendations for the application of new accounting and reporting guidelines
- Supports the annual audit, liaises with internal and/or external auditors, providing information and responding to questions; supports the implementation of any required changes
- Supports financial reporting as required for Board and Committee meetings

#### **Financial Process and Procedures Optimization**

- Support the development and maintenance of documentation relating to financial systems and processes, ensuring streamlined activities, enhanced data management, strong internal controls and security requirements.
- Supporting 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 accounting team, including knowledge transfer, documentation, and day to day support and advice to finance team members.

#### **Systems Administration, Development & Enhancements**

- Responsible for the integrity of the accounting system including the maintenance of the General Ledger System
- Support chart of accounts and distribution rules, new product & GL set up
- Support ERP (SAP By-Design) system administration, ensuring reliable performance of ERP system, troubleshooting issues, and user access.
- Proactively identify, diagnose, and address system issues, collaborating with finance management, IT and external vendors as needed to devise and implement effective resolutions
- 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.
- SME on special projects, i.e. financial system implementation

#### **Analytics**

- Performs complex analyses of financial and/or statistical data and prepares reports and/or commentary for management review and decision-making
- 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
- Provides management with financial analysis and data, as required, to support operational decision-making

### **Treasury & Risk Management**

- Supports cash flow and risk forecasting
- Provides financial planning and analysis on daily treasury and cash management, recommends investments and ensures compliance with the Investment Policy
- Works with business to optimize cash flow, ensuring adequate liquidity to meet obligations & support business while confirming bank covenants are monitored and achieved
- Supports quarterly Board investment reporting
- Prepares quarterly bank reporting in support of loan compliance agreements

### **Other**

- Performs ad-hoc analysis, key performance indicators, reports and projects as required
- Back support for other members of the finance team
- Responsible for providing support, guidance and training to staff as required
- Other duties as assigned

### **Travel Requirements**

N/A

### **Physical Demands**

Office/Desk Job

### **Qualifications**

#### **Education**

- Bachelor's degree/Diploma in finance, accounting or economics
- Professional Designation (CPA) or in the final stages of acquiring

#### **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, internal controls, and financial reporting
- 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 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, 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.

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: \$82,571 – Mid: \$103,214 salary range**

### **How to Apply:**

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