

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 **Manager, Financial Planning & Analysis** to support the government's efforts to protect the environment and advance a new economy in which waste is reused, recycled, and reintegrated.

Manager, Financial Planning & Analysis

Reporting to the Chief Financial and Administration Officer (CFAO), the Manager, Financial Planning and Analysis (FP&A) is a key member of the leadership team, responsible for leading the development and delivery of key financial services, including financial planning and budgeting, fee setting, revenue management, accounts receivable, cash flow and investments, program allocations, financial metrics, management and performance reporting, forecasting and complex modeling to support the achievement of organizational objectives.

The Manager, FP&A, is also a systems savvy finance professional who can lead the optimization and utilization and effectiveness of the financial ERP, integrations with CRM, and related planning and analysis systems. The Manager, is also responsible for the development and implementation of policies, procedures, internal controls, systems and tools to support key financial services including revenue and receivables management, financial planning, budgeting, data analytics, financial and cash flow modelling, performance metrics, internal and external reporting and fee setting activities.

This hands-on leader will be responsible for developing and supervising a team, collaborates on a regular basis directly with the Manager, Financial Accounting and Reporting, 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 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.

Essential Duties and Responsibilities:

Strategic Financial Planning, Budgeting and Forecasting:

- Oversee and lead the financial planning, annual budget and forecasting processes; support the review and development of all financial plans and budgets; monitor progress, track and report changes and variances.
- Responsible for developing budget, fees and financial reporting materials in support of the development and publication of the organization's Annual Report and Annual Business Plan, including Committee/Board reporting requirements.
- Produce detailed budget models, forecasts, and presentations for executives and board.
- Coordinate with department heads to gather budget inputs and ensure alignment with overall RPRA's objectives and business plan activities.
- Provide scenario analysis and financial leadership to drive long-term business strategy and planning and ensure budgeted resource requirements are aligned with approved priorities and strategic goals, including development of dashboards and clear and compelling reporting to support decision making.
- Recommend and assist in the implementation of continuous improvement techniques, performance and financial metrics, to improve productivity and increase efficiencies.
- Lead the development, analysis and implementation of cost allocations methodologies and pricing/program costing recommendations for new and existing programs.
- Lead the preparation of timely, accurate and insightful monthly and quarterly financial reporting and forecasts, in collaboration with finance team members. Including statement of revenue and expenses, revenues and volumes billed compared to plan, schedule of deferred revenues (unbilled fees) by program, program budget to actual analysis, financial key performance measures and indicators, and other financial statements, schedules, and analyses as required.
- Build mutually beneficial relationships with department budget leads, understand stakeholder perspectives and develop a business partner support model.
- Support key business initiatives by providing financial recommendations based on solid financial assessments (i.e. payback, risk management, lease vs buy analysis, etc.) and to support business case development for projects or initiatives, including Registry capital projects when required.
- Provide accounting guidance to support effective business operational planning and new business decisions.

Revenue and Accounts Receivable (AR):

- In collaboration with the Manager of Policy, Research and Data Analytics and other team members, lead the calculation of program fees, including the development and recommendation of fee inputs, Committee/Board reporting and stakeholder consultation materials.
- In collaboration with the Manager of Policy, Research and Data Analytics and other team members, support the analysis and recommendations of changes to RPRA's fee models, related implementation and change management.
- Oversee the revenue and accounts receivable functions and processes, including invoicing, payment processing, collections, processing of adjustments and registrant refunds, monitoring budget to actual and reconciliation of Salesforce and SAP-By-Design.
- Monitor and manage the aging of receivables and supervise staff and/or vendors services responsible for the timely follow-up on outstanding accounts.

- Develop and implement strategies to improve AR performance, service delivery and reduce overdue balances. Ensure timely and accurate delivery of tasks in line with departmental objectives, service level standards and key performance indicators (KPIs).
- Prepare and present reports on accounts receivable status, aging reports, and collections performance, and other key metrics and trends to CFAO and Registrar (or delegate). Analyze trends and provide insights of your analysis to improve cash flow and reduce outstanding receivables.
- Enhance decision-making through better data management, improve data monitoring and internal controls, and facilitate a more efficient reconciliation process between the registry and SAP.

Financial Systems:

- In collaboration with CFAO and finance management team, oversee and drive financial system change initiatives and upgrades (within SAP ByDesign ERP and financial components of Salesforce CRM) to enhance efficiency, accuracy, and effectiveness of finance and accounting processes and reporting systems and to drive data-driven decision-making.
- Act as product owner of financial systems.
- Responsible to oversee the accurate implementation of Board approved fees in Salesforce and oversee successful integration with financial systems (SAP ByDesign).
- Partner to facilitate the development of best practices for processes, data management, and system integration to streamline processes and improve financial systems.
- Partner with the Registry, and IT teams to facilitate the development of best practices for processes, financial data management, and system integration to streamline financial processes and improved financial integrations with CRM (Salesforce).
- Ensure end user support with a comprehensive training program surrounding financial policies, procedures, SAP ByDesign, Salesforce, and Dell Boomi.

Cash Management, Investments, Operating Reserve and Risk Management:

- Oversees monthly and quarterly cash planning, rolling twelve-month cash flow forecast to ensure sufficient liquidity, timely payments, and to maximize investment returns.
- Oversee RPRA's cash management, banking arrangements, Investment Policy and Operating Reserve Policy, and ensuring monthly reporting.
- Liaise with other functions to plan and forecast for major cash inflows and outflows, and external financing requirements.
- Support the negotiation and management of credit facilities
- Ensure compliance with all credit reporting including compliance with covenants
- Provide recommendations to ensure sufficient and appropriate reserve levels, including policy and uses.
- Support the maintenance and semi-annual reporting to executive team and Board Committees of RPRA's organizational Enterprise Risk Management Register, in accordance with the ERM Policy and ERM Framework.
- Engage in active consultation with the leadership and departments to identify risks and opportunities, provide recommendations to leadership on mitigation, remediation plans and updates to the ERM policy and framework.

Other:

- Back up to the CFAO and/or Manager, Accounting and Reporting during vacation and/or when requested.
- Assist the CFAO with updates, reports and presentations as required at the Committee and Board meetings.
- Provide analysis and support to ensure the achievement of financial matters in the Operating Agreement with the government.
- Ensure and monitor compliance with RPRA's financial policies, accounting standards, and regulatory requirements.
- Lead and/or support the development and implementation of policies, procedures, internal controls, systems and tools to support key financial services
- Provide research, interpretations, and recommendations for the application of new accounting and reporting guidelines.
- Participate in organizational strategic planning and developing, implementing monitoring, and evaluating the strategic and operational plans
- Other duties as assigned

Qualifications**Education**

- Bachelor's degree/Diploma
- CPA Designation required

Experience

- Over 10 years of progressive experience in finance/accounting with experience within an organization of similar size and complexity.
- Experience with Budgeting and Accounting in a not for profit, cost recovery environment an asset
- Strong technical and quantitative ability: experience with CRM (Salesforce) and ERP systems (SAP Business ByDesign) and above average excel skills building budgeting and financial reporting models and related analytics

Other Knowledge, Skills, Abilities or Certifications

- A collaborative leader who is highly motivated and interested in working in a dynamic and changing environment
- Strong analytical skills, with a strategic mindset.
- Ability to embrace an enterprise-wide view when making and executing decisions by considering the organization's strategic priorities and the potential impact on all levels
- Positive and proactive self-starter with the ability to identify issues and resolve problems
- Excellent communication skills, and ability to deliver strategic and compelling messages, for financial and non-financial audiences.
- Strong work ethic with a commitment and ability to meet critical business deadlines
- Strong working knowledge of financial ERP systems, data analytics and business intelligence reporting system.
- Advanced Excel skills (power BI, pivot tables, lookups, conditional formatting, array formulas etc.)

- Well-developed skills in data mining/data analytics and data analysis; able to gather, analyze and evaluate data and present professional 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 skills
- Ability to research and understand complex regulatory documentation

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 permanent 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, a defined contribution pension, 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 in North York on the Yonge subway line at Sheppard Avenue.

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.

Target salary range: Min: \$97,284 – Mid: \$121,605

How to apply

Submit your cover letter and resume to HR with the job title in the subject line via careers@rpra.ca.