



Great Lakes
Pilotage
Authority

Administration
de pilotage
des Grands Lacs

Finance Manager (bilingual)

The Great Lakes Pilotage Authority (GLPA) is a federal Crown corporation established, pursuant to the *Pilotage Act*, in order to provide safe, efficient, reliable and comprehensive marine pilotage and related services in its region of responsibility.

Position Summary

Reporting to the Chief Financial Officer, the **Finance Manager** and is responsible and accountable for the preparation of budgets and financial forecasting, review of financial reports, variance reporting, and analyzing revenues and expenses. This includes assisting with budget preparation, financial reporting, financial management, cash management, financial analysis of revenues and expenses, and other strategic-level responsibilities, as assigned. This position is also responsible for various periodical financial reports as well as ensuring compliance with International Financial Reporting Standard (IFRS), the *Financial Administration Act*, the *Pilotage Act*, the GLPA's financial policies as well as all other GLPA directives.

Posting number: GLPA2023-02

Conditions of Employment:

Salary from \$87,027 to 130,540 per year
Performance incentive program
Scheduled for 37.5 hours per week
Group benefits paid for by the employer
Public Service dental and medical benefits
Public Service Pension Plan
Full-time, permanent position
Work location is the GLPA Head Office in Cornwall Ontario

PRIMARY RESPONSIBILITIES

The **Finance Manager** is accountable for the following:

1. Supervises employees.
2. Master the complete accounting cycle; responsible for producing and reviewing monthly, quarterly and annual financial statements, ensuring they align with IFRS guidelines.
3. Prepare analysis and reports for management to support business decisions and strategic initiatives.
4. Dive into the details of balance sheet, income statement and cash flow statement, meticulously double-checking for accuracy.
5. Responsible for financial analysis, variance analysis and reconciliations.
6. Take charge of preparing audit files for annual audits, showcasing our commitment to excellence
7. Collaborate closely with various departments to identify opportunities for improving business processes and enhancing operational efficiency.
8. Participate in the development, maintenance and optimization of financial policies, procedures and controls.
9. Analyzes past financial and operational results and predicts future trends.
10. Manages the section activities in a cost-effective manner.



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11. Analyzes monthly financial reports.
12. Conducts ad hoc analysis, including some related to costing and forecasting, as directed by the CFO.
13. Participates in special projects with the objective of continuous improvement in operational efficiency and reporting, eliminating non-valued activities.
14. Carries out periodic reviews of controls, expenditures, and compliance.
15. Participates in and leads the budget and forecast preparation (financial and traffic).
16. Identifies issues and proactively initiates analyses / solutions.
17. Ensures the proper internal controls are in place and maintained.
18. Ensures compliance with the *Financial Administration Act* and the *Pilotage Act*.
19. Works on the implementation of a variety of projects, as directed by the CFO.

KNOWLEDGE AND SKILL REQUIREMENTS

The successful candidate will have the following education, skills and abilities:

- CPA designation and bachelor's degree in accounting, finance or equivalent.
- Five years of relevant experience.
- Strong knowledge of financial accounting and IFRS.
- Strong analytical/problem solving skills.
- Have the ability to organize and plan workflows.
- Excellent communication skills, written and verbal.
- Interpersonal skills, project management skills, business awareness.
- Demonstrated accuracy and attention to detail and desire to probe further into data.
- Strong teamwork and collaborative skills.
- Demonstrated adaptability skills.
- Highly motivated and energetic.
- Ability to produce quality output within tight timeframes and simultaneously manage multiple priorities.
- Proficiency of Microsoft Office Suite including Excel, Word and PowerPoint.
- Bilingualism (English/French) mandatory for this position.

The GLPA offers competitive compensation, a benefits package and a pension plan.

The GLPA is committed to building a skilled and diverse workplace reflective of Canadian society. We treat all employees and job applicants fairly and with dignity and respect. The GLPA uses an individual's qualifications, skills and achievements as the basis for employment-related decisions, including hiring, promotions, compensation, benefits and conditions of employment. We promote employment equity and encourage you to complete the Self-declaration Form if you belong to one of the designated groups when you apply (Aboriginal peoples, members of visible minorities, persons with disabilities, women).

The self-declaration form is available on our website at: <http://www.glp-aagl.com/about/careers/>.

All interested applicants should forward their resumes in confidence, to:

Great Lakes Pilotage Authority
202 Pitt Street, 2nd Floor
P.O. Box 95



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Cornwall, Ontario

K6H 5R9

Attention: Human Resources

humanresources@glpa-apgl.com

(Only candidates selected for an interview will be contacted.)