



Accounting Supervisor

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:

Under the direction of the Finance Manager, supports the financial and administration activities performed by the accounting staff to ensure efficient pilotage service in accordance with established GLPA directives, policies, Acts, Regulations and Memorandum of Arrangements. Supports the Finance Manager in all activities of the accounting, financial and administration of the GLPA.

Posting number: GLPA2024-04

Conditions of Employment:

\$103,899/year

Scheduled for 37.5 hours per week

Group benefits paid for by the employer

Public Service Pension Plan

Full-time, permanent position

Work location the GLPA Head Office in Cornwall Ontario

Primary Responsibilities:

- Supports and co-ordinates the activities of the accounting staff, consisting of two (2) employees engaged in accounts payable and receivable (including assessment/billing element) and bookkeeping functions and reception functions, ensuring conformity with established procedures and practices.
- Prepares monthly financial statements consisting of the Balance Sheet and a variety of Income and Expense statements, to indicate the financial position of the GLPA activities and the acquisition or disposal of assets and liabilities.
- Prepares annual financial budgets and forecasts by outlining elements such as GLPA revenues, expenses and cash flows.
- Maintains the General Ledger by posting to same from sub-ledgers and journals and prepares bank reconciliation.
- Prepares various statistical reports required for internal or external use such as Monthly Operation's Report, GLPA performance measurement report and other management reports as requested.
- Monitors accounting procedures, practices and source documents, recommending and/or implementing changes to same as required and as authorized.
- Develops, establishes and enforces sound accounting practices, systems and procedures.
- Oversees fixed assets inventory and listing. Maintains an up-to-date control of the GLPA's assets by recording trade-ins and new equipment including the GLPA's hardware and software licenses and performs a yearly inventory of furniture, equipment, appliances, etc.
- Prepares Pilotage estimates for all customers that are not approved for Credit purposes by the GLPA.
- Balance GST & QST accounts & complete monthly returns for payment or refund.
- Maintains the recording and reporting of the GLPA investments and the calculation of the interest earned.



Great Lakes
Pilotage
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- Administers the GLPA's records retention and disposal policy.
- Maintains accounts payable files of administration and operation staff travel and transportation expenses and prepares detailed and summary report for the Audit Committee.
- Replaces the Accounts Payable/Receivable clerk and the Pricing and Billing clerk during scheduled absences.

Qualifications:

To qualify, candidates must:

- Bachelor's degree in accounting, finance or equivalent;
- Minimum 5 years' working experience in a related field;
- Excellent knowledge of information systems;
- IFRS and financial statement expertise;
- Excellent business writing skills;
- Strong supervisory skills;
- Ability to liaise with a variety of stakeholders at all levels;

Preferred:

- CPA Designation;
- Strong financial background with hands-on abilities;
- Knowledge of the Marine industry;
- Experience in strategic planning and budgeting;
- Presentation skills;

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.glpapl.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
Cornwall, Ontario
K6H 5R9

Attention: Human Resources

By email at - humanresources@glpa-apgl.com

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