



OWEN SOUND TRANSPORTATION COMPANY, LIMITED POSITION DESCRIPTION FOR:

Position: Vice President Finance & Administration

Reports to: President & CEO

Location: Owen Sound, ON

About the OSTC:

The OSTC contributes to the provision of safe, efficient and reliable ferry transportation in the Province of Ontario primarily through the operation of three seasonal passenger, vehicle and commercial vehicle ferry services on four routes:

- MS Chi-Cheemaun on the Tobermory – South Baymouth route,
- MV Niska 1 on the Moosonee – Moose Factory route,
- MV Pelee Islander 2 on Kingsville/Leamington – Pelee Island route, and
- MV Pelee Islander on Kingsville/Leamington – Pelee Island – Sandusky route.

Job Purpose:

Reporting to the President & CEO, the VP Finance & Administration will play a critical role in the development and implementation of the Owen Sound Transportation Company's financial strategy. As a member of the senior leadership team, the VP Finance & Administration will be an advisor to the divisional managers and supervisors, evaluating and assisting them with their financial plans and economic modeling. The VP Finance & Administration will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization, in conjunction with the Board of Directors and the President & CEO.

Key Responsibilities and Accountabilities:

- Oversee daily operations of the finance/accounting, purchasing, and payroll departments.
- Serve on planning and policy-making committees.
- Serve as primary government liaison on financial matters.
- Coordinate and evaluate the financial programs and supporting information systems of the company.
- Ensure compliance with local, provincial, and federal financial reporting requirements.
- Manages the preparation of financial statements, financial reports, outlooks and forecasts, special analysis, and information reports.
- Establish and maintain appropriate internal control safeguards.
- Works with managers to develop five-year departmental business plans.

- Ensure records systems are maintained in accordance with Public Sector Accounting (PSAB) rules.
- Assist in obtaining necessary licenses and insurances required for business.
- Analyze financial statements to identify weak areas.
- Assess organizational performance against both the annual budget and Owen Sound Transportation Company's long-term strategy.
- Develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.
- Oversee long-term budgetary planning and costs management in alignment with Owen Sound Transportation Company's strategic plan.
- Oversee the Company's information technology (IT) needs and procure specialized IT systems as may be required.
- Manage cash flow and forecasting.
- Acts as primary liaison with corporate bank. Ensures financing arrangements are kept current and favorable.
- Oversee budgeting and implementation of budgets to monitor progress and present financial metrics both internally and externally.
- Supervises and evaluate department staff. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining high level of accuracy.
- Ensures department complies with all relevant protection of personal privacy legislation.

The marginal functions of this position have not been included. This position description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties required by the President & CEO.

Dimensions/Territory/Scope:

Territory of operation includes Owen Sound, Tobermory, South Baymouth, Leamington/Kingsville, Pelee Island and Moosonee/Moose Factory, Ontario. Travel to satellite offices may be required.

Direct Staff Responsibilities include supervision and management of **3** subordinate positions.

- Administrator Accounting and A/R
- Administrator Purchasing and A/P
- Administrator Payroll & Benefits

Indirect personnel responsibilities include acting as liaison with any sub-contracted company for which OSTC is responsible (e.g. Information technology contractor).

Requirements/Qualifications:

- Certified Accountant; University Degree in Finance or Accounting.
- 5 years of experience in a senior level finance or accounting position in an operating environment.

- 3 years experience in a supervisory capacity.
- Experience in strategic planning and execution.
- Knowledge of finance, accounting, budgeting, and cost control principles including PSAB.
- Knowledge of automated financial and accounting reporting systems.
- Knowledge of federal and provincial financial regulations.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Ability to participate in and facilitate group meetings.
- Extensive experience and knowledge in dealing with accounting systems, budgets, inventory controls, business planning, and asset management.
- Advanced proficiency with accounting software, including payroll, and spreadsheet programs and applications.
- Effective attention to detail and high degree of accuracy.
- High level of integrity, confidentiality and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Able to effectively communicate both verbally and in writing.
- Strong problem identification and problem resolution skills.
- High level of proficiency with Microsoft Office productivity software.
- Work requires willingness to work a flexible schedule in response to operational needs.

Salary Range: \$100,000 – under review

Benefits: Comprehensive Health Benefit package

Pension Plan: Ontario Pension Board www.opb.ca

How to Apply

Please email cover letter and resume to: susan.schrempf@ontarioferries.com or hand-deliver to:
OSTC President & CEO

RR5 Fire# 717875 Highway 6 North (Springmount), Owen Sound

Application deadline: March 31, 2020

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, personal information is collected under the authority of the Act and will only be used for candidate selection. The Owen Sound Transportation Company Limited is an equal opportunity employer. Accommodation will be provided in accordance with the AODA and the Ontario Human Rights Code.