

JOB DESCRIPTION



POSITION: Manager, Financial Reporting, Planning & Analysis	DIVISION: Finance and Administration
REPORTS TO: Chief Financial Officer / Director Finance	LOCATION: Head Office
TYPE: Full time	UNION: Exempt
SAFETY SENSITIVE: No	DATE: February 8, 2023

GENERAL RESPONSIBILITY STATEMENT

The Manager, Financial Reporting, Planning & Analysis is responsible for accounting and financial administration, ensuring that OSTC's financial records are kept up to date and properly reconciled, in order to properly bill and collect funds, approve and pay invoices, budget, and report results. The incumbent will assist with capital planning, special projects and leverage technical accounting knowledge and communication skills to ensure the department meets the needs of internal and external parties.

KEY RESPONSIBILITIES

The primary job duties and responsibilities for the Manager, Financial Reporting, Planning & Analysis include but are not limited to the following:

- Assist in the annual operating and capital budgeting process and preparation of forecasts.
- Manage and comply with local, provincial, and federal government reporting requirements; oversee all CRA filings.
- Complete regular, (at least monthly), bank reconciliations: prepare monthly financial statements, conduct detailed variance analysis, and produce summary reports.
- Prepare quarterly financial statements for each Division and OSTC as a whole; respond to inquiries and facilitate understanding and use.
- Build a strong team in Finance, and cross-departmental, including as applicable: hiring, orienting, training, and coaching of staff, determination of performance standards, conduct of performance reviews and management of performance and employee relations matters.
- Participate in year end financial management with external auditors, ensuring audit issues are resolved.
- Work with the Chief Financial Officer / Director Finance to identify business risks and mitigation strategies.

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- Work with Division Directors on a range of topics where accounting and financial skills and information are required.
- Prepare annual financial statements and reporting packages for internal and external parties.
- Audit financial transactions; prepare asset, liability, and capital account entries.
- Ensure compliance with all statutory and legal requirements and advising of required actions.
- Preserve confidentiality of department, company and financial information.
- Maintain files and documentation thoroughly and accurately in accordance with public sector generally accepted accounting principles.
- Manage and contribute to an environment and culture of service excellence which respects diversity, encourage all employees to work together to achieve results and contribute to a healthy, rewarding, and productive working environment where personal and team accountability are key.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- CPA designation coupled with 5 plus years of relevant accounting and finance experience.

KNOWLEDGE AND SKILLS

- Strong knowledge of MS Office, including proficiency in the use of Excel for data analysis.
- Strong knowledge of Enterprise Resource Planning (SAP, Oracle, SAGE, Microsoft Dynamics) applications and capabilities
- Hands-on approach with demonstrated ability to meet deadlines.
- Attention to detail and accuracy.
- Adaptable and flexible to evolving business needs.
- Conduct is professional and diplomatic with sound judgement.

EFFORT (PHYSICAL AND SENSORY DEMANDS)

- Work involves minimal physical effort normally associated with a corporate office environment. There is flexibility to change work activities, take a break or alter work position.

WORKING CONDITIONS

- General office environment. Deadlines for cheque printing, cut-off dates and deadlines can cause pressure.

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- High degree of alpha/numeric accuracy. Uses computers for much of the day which may cause eye or hand strain.

APPROVED

Approved by: _____

Signature: _____

Date: _____