

General Information

Position Title: Financial Controller (Maternity Leave Coverage)
Department: Finance
Reports To: Vice President, Finance
Direct Reports: Accounting Clerks
Date: September 11, 2020

About the Port of Nanaimo

The Nanaimo Port Authority (NPA) administers, controls, and manages the harbour, waters and foreshore adjacent to Nanaimo, British Columbia. The NPA provides for the safe and sustainable movement of people and goods while delivering economic growth to Vancouver Island, the Province of British Columbia and Canada. The NPA maintains port resources, stimulates projects and initiatives in cooperation with community partners and businesses to create new jobs and increase economic development and opportunities while focusing on safety, security and sustainability.

Position Summary

Under direction from the Vice President, Finance, the Financial Controller is responsible for ensuring that the NPA's financial, accounting and payroll functions are run effectively, efficiently and accurately and that day-to-day management of the department is upheld. This position is responsible for developing and overseeing full cycle accounting operations, internal and external financial reporting, management of the budgeting process and payroll for the organization.

Temporary (15 month) Full-Time Position to cover maternity leave, with an anticipated start date of November 1, 2020.

Accountability 1: Payroll Management (30%)

- Collect, analyze, and input payroll data into software program
- Facilitates employee understanding of payroll procedures
- Maintains current knowledge of payroll best practices and procedures
- Upholds employee confidence and protect company operations by keeping information confidential

Accountability 2: Preparation of Financial Statements (35%)

- Ensures accurate internal recording of all financial transactions
- Keep up accurate and current financial reporting
- Maintain up-to-date general ledger account analyses. Review all general journal entries
- Accurately record and import data in general ledgers
- Review trial balances for accuracy and completeness
- Develop monthly financial statements in accordance to IFRS standards

Accountability 3: Accounting Management (35%)

- Manage day-to-day accounting functions
- Assist with annual budgeting process
- Coordinate the period and year-end closing process with Vice President, Finance
- Provide support to departments on an ad hoc basis

- Responsible for human resource functions such as providing information on; vacations, benefits, health and sick time, etc.
- Supervise and review work of accounting staff
- Assist in preparation of board materials for presentations
- Perform special projects and assignments as directed by Vice President, Finance and Chief Executive Officer

Education, Experience & Technical Knowledge

In order for an individual to perform the duties of this position satisfactorily, he/she must have the following education, knowledge and experience:

- Post-secondary education with a Bachelor's Degree in Accounting or Finance
- Possess an accounting designation (CPA, CA, CGA, CMA)
- Minimum of 8 years demonstrated experience in finance or accounting with progressive responsibility
- Experience developing and implementing systems, processes and procedures
- Proven experience successfully supervising staff
- Excellent understanding of financial management, accounting principles, and internal controls specific to a similar organization

Knowledge of:

- Accounting systems and software, specifically Adagio
- International Financial Reporting Standards
- Accounting principles and procedures
- General Business Acumen
- Financial Management
- Payroll and Employment Standards

Skills and Competency Requirements

This position requires:

- Excellent analytical and technical skills
- Ability to work effectively in a collaborative manner
- Effective organizational, planning, priority and time management skills
- Well-developed interpersonal communication skills and the ability to build and maintain strong relationships with a wide range of stakeholders
- Ability to communicate effectively verbally and in writing
- Able to multi-task, manage and meet deadlines and adapt easily to change
- Proficient computer skills with Microsoft Office products
- Ability to be flexible to adjust priorities based on changing priorities
- Up-to-date knowledge of accounting regulations
- Strong focus and attention to detail

Send resume, cover letter to Kirsten Ogaree, CPA, CA, Controller – KOgaree@npa.ca

Application Closing Date: September 30, 2020

We thank all applicants for their interest, only successful applicants will be contacted.