



Finance Manager (contractual position) – St. John’s NL

Petroleum Research Newfoundland and Labrador is a non-for-profit industry-led R&D facilitator and program/project delivery manager whose members include oil and gas license holders in the Newfoundland and Labrador offshore.

We are seeking a Finance Manager for the following core responsibilities:

Financial Stewardship

- Prepare monthly financial reporting to Chief Executive Officer
- Prepare quarterly financial reporting to the Chief Executive Officer and Board of Directors
- Prepare reconciliation of general ledger accounts
- Stewardship and variance analysis of actuals versus budgeted spend
- Post detailed accounts payable and accounts receivable transactions
- Ensure compliance with all Canadian Revenue Agency (CRA) reporting requirements and operational governance of a not-for-profit organization
- Cash flow management and banking duties
- Financial support of the CRA Scientific Research & Experiential Development reporting
- Lead the implementation of a new financial system (Sage 300)
- Liaise with auditors in preparation of annual audit
- Prepare annual budget and quarterly forecast
- Monitor and report status of contractual obligations for both financial, term, insurance and WorkplaceNL requirements
- Follow, monitor and provide process improvement of the financial business processes
- Complete all Stats Canada requirements

Human Resources

- Prepare monthly payroll
- Complete year end CRA reporting requirements
- Administer employee information
- Liaise with group benefits provider
- Implement corporate Human Resource policies
- Ensure compliance with all WorkplaceNL reporting requirements

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Qualification, Training, Experience, and Personal Skills

- 5-10 years financial and business management experience
- A university degree in an appropriate field of study
- Chartered Professional Accountant (CPA) designation
- A strong knowledge of accounting, tax and finance
- Experience in human resources, contracts and business/operations
- Familiarity with Board of Directors level corporate governance activities
- Exceptional verbal, interpersonal and written communication skills

Hours of Work:

This is a full-time contractual position. Responsibilities require work service of 37.5 hours per week.

To Apply:

The deadline to apply is **4 pm, Tuesday, October 19, 2018**. Please forward in confidence a c.v. and a cover letter expressing your interest in this position to the attention of **Metzi Prince** at metzi.prince@petroleumresearch.ca. Only candidates selected for an interview will be contacted.