

Employment Opportunity

St. John's Port Authority

Manager, Finance & Administration

(Permanent Position)

The St. John's Port Authority ("SJPA") is seeking a highly motivated individual to join our team as the Manager, Finance & Administration. This position is primarily responsible for full cycle accounting operations (A/R, A/P, G/L, and payroll), internal and external financial reporting, managing the annual budgeting process, and relevant human resource functions. This position oversees the SJPA's information technology, manages the capital asset system, participates in the ongoing development, implementation and update of financial management and human resource policies and guidelines, is an active participant in the collective bargaining process, and generally assists the Vice-President, Finance & Administration in areas such as Human Resources and Administrative Services.

This position has two direct reports: a Staff Accountant and an Administrative Officer.

Key Responsibilities

- Manages the day-to-day computerized accounting function, coordinates month-end and year-end financial reporting, including completion and/or review of relevant working papers, and liaising with external auditors.
- Assists the Vice-President, Finance & Administration in developing, deploying, and administering key corporate Human Resource initiatives, policies and programs aligned with and supporting the SJPA's strategic objectives.
- Manages the annual Operating Budget process and coordinates the completion of the annual Capital Budget, including: preparation of financial assumptions and projections for revenues and expenditures; provision of guidance and support to management and staff on budgeting and business planning matters; review of divisional budget inputs; completion of detailed budget and five (5) year Business Plan schedules; and monitors results throughout the year.
- Manages the SJPA's Capital Asset System and provides advice and guidance to staff on issues regarding capital expenditures, capitalization policies and ensuring the correct accounting treatment under International Financial Reporting Standards ("IFRS").
- Proactively collaborates with supervisors/managers to minimize employee relations concerns, work performance issues, and complaints, and assist with progressive performance management.

- Provides advice and conducts research on collective agreement matters, leads collective bargaining sessions, and assists with the administration of the collective agreement.
- Researches applicable compensation standards to create salary structures, administer employee benefits and make recommendations based on benchmarks, best practices, and analysis.
- Ensures compliance with existing financial management policies and procedures, develops/updates policies where required and makes recommendations on internal controls.
- Oversees the continual improvement of the SJPA's information technology systems.
- Assists with special projects and conducts special analysis in a variety of functions, including risk analysis and assessment and financial performance.

Capabilities and Credentials

- A post-secondary degree in Business or related field, and a professional designation, with five (5) to seven (7) years of progressive relevant experience.
- Broad-based experience in Human Resources.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- Experience with IFRS would be an asset.
- Excellent analytical and computer skills, with proficiency in using Microsoft Office.
- Excellent verbal and written communication and organizational skills.
- Obtain and maintain a valid Marine Transportation Security Clearance.
- French communication skills, both verbal and written, would be a definite asset.

The salary range for this position is \$102,735 to \$132,090 and a comprehensive benefit package is provided.

To apply for this position, please submit a cover letter and resumé, no later than **4:00 p.m., June 28, 2024**:

St. John's Port Authority
P.O. Box 6178
1 Water Street
St. John's, NL, A1C 5X8
Attention: Vice President, Finance & Administration
Email: careers@sjpa-apsj.com

The St. John's port Authority is an equal opportunity employer. We appreciate your interest; however, only those selected for further consideration will be contacted.