

## **POSITION DESCRIPTION**

**POSITION TITLE:** Director, Finance

**POSITION CATEGORY:** Finance

**SCHEDULE TYPE:** Full-time

**POSITION LOCATION:** On-site

PRPA Head Office  
Prince Rupert, BC V8J 1A2, CAN

### **POSITION SUMMARY**

Reporting directly to the VP, Finance, the Director will be responsible for overseeing all financial aspects of the Port. This critical leadership role will contribute to the strategic direction of the organization, providing valuable insights and recommendations for key financial decisions. The Director, Finance will lead a team responsible for Corporate Financial Reporting, Corporate Financial Controls and Budget and will work collaboratively across departments to ensure financial stability and excellence while providing value added input for key financial decisions.

This position also provides overall leadership to financial reporting including complete oversight of financial reporting and overseeing general accounting, accounts receivable, accounts payable, fixed assets, payroll and treasury. The role oversees the organization's financial controls and provides leadership to the annual audit reporting into the Audit Committee. The Director provides overall leadership to financial planning and budgeting for the organization.

### **POSITION ACCOUNTABILITIES**

- Develops and executes financial strategies aligned with the Port's long term objectives.
- Provides strategic, financial advice and recommendations to the VP, Finance.
- Sets strategic direction for Financial Services, providing guidance and leadership to the portfolio.
- Contributes financial insight and business planning to all matters across Financial Services.
- Identifies and provides financial leadership on innovative business opportunities to advance strategic and operational goals and objectives.
- Ensures compliance with applicable financial regulations, laws and reporting standards
- Monitors key financial indicators and provides proactive insights on financial trends, risks and opportunities.
- Provides advice regarding fiscal sustainability, revenue optimization, billing practices, and system implementation/harmonization, internal planning and control and treasury functions.
- Provides support for the continued development of a leading customer service model, working in partnership with departments across the organization while setting a positive culture for continuous improvement.
- Supports and influence operations on matters related to financial reporting and monitoring of expenditures, monitoring of financial internal controls, key business drivers, budgeting and compliance with Transport Canada reporting and legislative standards.
- Responsible for overseeing finance policy rollouts and adoption by the finance team and Port.

- Provides thought leadership to the finance team to help drive continuous improvements initiatives such as automation, process streamlining, improve effectiveness and efficiency of financial processes and policy alignment.
- Prepares timely and detailed reports on financial performance on a monthly, quarterly and annual basis.
- Assess the financial systems, processes, and reporting to elevate department's ability to gather, analyze, and visualize data.
- Acts as a trusted advisor and supports the leadership team in making the right decision for the business through best-in-class fiscal management practices, accurate financial data and evidence-based decision making.
- Ensures adherence to financial laws and guidelines.
- Other duties as assigned.

### **Leadership**

- Leads and develops a high-performing finance team, fostering a culture of excellence, collaboration and continuous learning
- Applies people leadership skills leading a team through performance management career development, and budget management.
- Provides timely support & feedback to team members while prioritizing team development
- Communicates the Port's goals, safety practices, and deadlines to the team.
- Coaches' members on achieving goals and developing necessary skills that get results; and
- Sets clear team goals and evaluates progress against those goals to develop effective and collaborative teamwork.

### **WORKING CONDITIONS**

- Works predominantly in an office environment.
- Regular working hours are Mondays to Fridays, 8:00 AM to 4:30 PM with 1 hour lunch break (unpaid).

### **JOB SPECIFICATIONS**

#### **Formal Education**

- A bachelor's degree in finance or accounting is required, and a master's degree in business administration (MBA) or a professional designation such as a chartered professional accountant (CPA).

#### **Related Experience**

- Previous experience in public accounting is highly valued.
- 7 to 10 years of progressive leadership experience in accounting or finance.

#### **Other Requirements**

- An energetic, strategic thinker with the ability to see beyond the numbers.
- A relationship builder and communicator with strong analytical and decision-making skills coupled with technical capability with respect to financial reporting and planning.
- A hands-on leader, the candidate understands the complexity of supporting an organization, optimizing opportunities and have a proven track record managing multiple projects and duties at any given time.
- Excellent interpersonal skills with a strong orientation to staff and team growth and development.

- Ability to create a collaborative multidisciplinary working environment which fosters high morale and effective staff relationships and participation.
- Self-directed.
- Thrives in high-paced entrepreneurial environment.
- Excellent leadership and communication skills.
- Strategic, creative, and visionary thinker. Demonstrates commitment to the Port's vision, mission, and values.
- Embraces and thrives on change.
- Able to obtain security clearance under Transport Canada's Security Clearance Program.

The base salary range for this role is \$167,927 to \$209,909

Equity, Diversity, Inclusion and Belonging are at the heart of PRPA's culture and play a vital role in our growth strategy. We are committed to ensuring that everyone feels a sense of belonging and can contribute to their maximum potential. Our differences are the reason great things happen here. If you are an applicant in need of accommodations or special assistance throughout the interview process, please submit a request by email to [careers@rupertport.com](mailto:careers@rupertport.com)

Individuals of Indigenous descent are strongly encouraged to apply.

**Interested applicants please submit your resume to: [careers@rupertport.com](mailto:careers@rupertport.com)**