

Finance Manager

Competition Number: 2024-02
Salary Range: \$85,000
Job Type: Permanent Full Time
Closing Date: December 8, 2023

The Greater Moncton Wastewater Commission - TransAqua serves the three area Municipalities of Moncton, Dieppe and Riverview with a major network of collector sewers, Wastewater Pumping Stations, a Wastewater Treatment Facility and a Composting Facility. TransAqua is responsible for the environmental stewardship associated with wastewater treatment, planning and regulatory requirements and is continuously supporting regional planning, economic development and quality of life for the communities of Moncton, Dieppe and Riverview. Its mission is “To collect and treat wastewater in a reliable, cost-efficient and environmentally responsible manner.” TransAqua is an equal opportunity employer and a results-oriented organization that values its employees who are dedicated to protecting public health and safety and the environment. This position, as does all members of the Leadership Team carries with it a primary responsibility to nurture, promote and champion TransAqua’s safety program. The Greater Moncton Wastewater Commission - TransAqua is an equal opportunity Employer that has a new opportunity for a Finance Manager to begin full time employment on January 2, 2024.

Job Overview:

Reporting directly to the Director of Finance and Administration, the Finance Manager is responsible for providing support to the Director of Finance and Administration, all aspects of Energy Management, Asset Management, Records Management, and Six Sigma initiatives. Activities including Business Case Analysis in relation to environmental impacts including Green House Gas analysis, participating in Energy Management and Asset Management initiatives. Providing support to the Director of Finance and Administration includes all accounting functions, annual Operating and Capital budgets, and assisting with the oversight of the administrative functions of GMWC.

Key Accountabilities:

- Collaborate with the Director by performing general accounting functions including balance sheets, financial statement preparation, and by tracking monthly actual transactions against budget.
- Assist with preparation and implementation of annual budget and regular forecasts.
- Assist with other accounting and finance special projects.
- Carry out cost/benefit analysis for Capital Projects and procurement of assets, evaluate cost control system and implement improvements.
- Assist with monitoring the purchasing activities and ensure adherence to purchasing policies and procedures.
- Lead and develop energy management initiatives through business case analysis to ensure procurement of assets meets the GMWC Energy Management Policy goals and objectives.

- Manage the GMWC Asset Management System including the review and updating of the Continuity Schedule, disposal forms, etc.
- Provide support for the development of a Preventative Maintenance Program including spare parts inventory.
- Lead the Six Sigma program by identifying opportunities and providing cost/benefit analysis for efficiency projects.
- Identify operational issues and recommend improvements, provide support during implementation and testing of new process changes.
- Responsible for developing, implementing, and maintaining the Records Management Program and shared responsibility for the RTIPPA role as required.
- Update the Green House Gas inventory on an annual basis.
- Adhere to all federal and provincial legislation and regulations and GMWC policies.
- Maintain a safe and secure work environment.

Requirements:

- University degree with major courses in finance, accounting, and management; and
- Recognized accounting designation (CPA).
- 5+ years relevant experience in accounting.

Qualifications:

- Demonstrated ability to analyze financial data, interpret results, and provide valuable insights to support decision-making.
- High attention to detail, strong operational understanding, and excellent time management and organizational skills.
- Excellent verbal and written communication skills, with the ability to communicate financial information to non-financial stakeholders.
- High level of integrity, confidentiality, and accountability.
- Must demonstrate flexibility and the ability to prioritize tasks, with a strong commitment to meeting deadlines.
- Self-motivator with ability to work independently.
- Proficient user of excel and accounting software, and strong knowledge of Sage 300 would be an asset.
- Six Sigma Black or Green Belt an asset.
- Bilingual – French/English an asset.

Working Conditions:

TransAqua offers the following working conditions and benefits:

- Competitive Wages
- Flexible working hours
- Hybrid office and remote work opportunity
- 100% Employer paid Medical and Dental benefits
- Group RRSP contributions of 8% employee / 8% Commission
- Starting with up to 4 weeks vacation depending on experience and qualifications

Qualified applicants should submit their resume by December 8, 2023 to:

TransAqua - Greater Moncton Wastewater Commission
355 Hillsborough Road
Riverview, NB
E1B 1S5
Email: sdoucette@transaqua.ca