



## Job Description

---

**Job Title:** Manager, Accounting and Compliance

**Reports to:** Director of Corporate Services

### **Job Summary**

The Manager, Accounting and Compliance will be responsible for various financial reporting functions of the company, overseeing all day-to-day operations of the accounting/audit departments and managing and training accounting/audit staff.

### **Responsibilities**

- Manager and support accounting and audit staff
- Assist in preparing the annual budget
- Assist in preparing for annual external audit of the financial statements
- Prepare annual consolidation package to submit to the Province of NS
- Prepare and analyze monthly financial statements and management reports
- Prepare monthly financial projections for the Province of NS
- Prepare and file HST and other information returns as required
- Manage and review compliance audits of registered stewards
- Prepare tire and beverage statistics
- Prepare quarterly key performance indicators (KPI) reports
- Oversee accounts receivable and accounts payable
- Manage administrative function for joint venture
- Analyze reports and remittances of registered stewards
- Manage solid waste collection data on behalf of the Province and applicable reports
- Support Director of Corporate Services
- Other duties as required

### **Qualifications**

- Professional accounting designation and a minimum of three years' experience
- Preferably three years' Supervisory experience
- Excellent communication and interpersonal skills
- Strong analytical and problem solving skills
- Audit experience

Ability to manage multiple projects and deadlines

