

Director of Finance and Administration

RPC is a research and technology organization (RTO), with the core mission to harness science and technology in the service of innovation, and to build economic competitiveness. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton, and Moncton, New Brunswick.

Based in Fredericton, RPC's Director of Finance and Administration will report to the CEO and will be a strong fiscal leader with stellar team leadership and change management skills. This is your opportunity to be part of a vibrant and growing innovation leader. Your focus on continuous improvement will help to ensure RPC has the structure, the processes and the means to achieve our overall business strategy.

In this role you will have oversight responsibility for internal and external financial reporting, planning and controls, budgeting, risk and performance management, contracts and capital management, and tax planning. With strong teams in place to manage accounting, purchasing and administrative duties, your focus will be to provide strategic leadership, conduct detailed business analysis and apply critical thinking in partnership with the leadership team.

QUALIFICATIONS

As the ideal candidate you are experienced in leading people, developing culture, and processes within the finance realm. You have a successful track record and expertise in identifying and driving value in an organization, as well as a reputation for being a trusted business advisor who is a savvy leader and who fosters continuous organizational improvement leading to excellent results.

You have a strong interest in overall business operations, and you are a big-picture thinker who is adept at contributing at a strategic level. You are astute and confident with ego in check. Others view you as highly engaging and an excellent team player. Strong detailed orientation, excellent analytical, problem solving, and decision-making skills are hallmarks of your leadership style. Most critical will be the ability to integrate seamlessly into the current leadership team bringing financial expertise to an already high functioning team.

RESPONSIBILITIES

- Key member of leadership team, developing and executing strategic initiatives and business plans
- Accountability for financial results to Board of Directors and other key stakeholders; banks, governmental contacts such as the Auditor General's office and Comptroller, external auditors and funding agencies
- Conducting short and long-term financial planning, budgeting and forecasting in support of RPC's annual and strategic plans
- Reviewing existing corporate systems and processes with a view to improved productivity and effectiveness
- Participate and support in key initiatives such as facility modernization and IT upgrades
- Support and oversight of accounting group and processes, including billing, A/R, A/P, purchasing, cash flow management, etc.

REQUIREMENTS

- CPA designation
- Experience in a similar role
- Superior analytical and problem-solving capabilities
- A strong strategic and business mindset
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Prior experience with Microsoft Dynamics 365 Business Central would be an asset

Salary for this position will be commensurate with qualifications and experience. RPC offers a generous compensation package including New Brunswick's Public Service Pension Plan, employee assistance program, top up for Maternity Leave, Pro-Rated Salary Leave, Wellness rebate program and much more. This is a in-office position with limited travel requirements.

TO APPLY

Please email a covering letter and résumé quoting reference #DFA1124 to careers@rpc.ca on or before **November 15, 2024**.

Review of applications will begin as soon as possible and will proceed until a suitable candidate is identified. We thank you for your response, however, only those applicants chosen for an interview will be contacted.

RPC is committed to the principles of employment equity and diversity.

