



This moment brought to you by
MARINE ATLANTIC

At Marine Atlantic, we need people like you to create moments like this.

Accounting Analyst

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees embody our core values; they are diverse, safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic is currently looking for an **Accounting Analyst** to work with our Finance Department, located in Port aux Basques, NL.

The Company's finance and accounting group process all payroll, payables and receivables; generates and distributes performance reports; compiles required Federal government reports and controls the company's cash and financial instruments. The department also assists in preparing budgets, corporate plans, various analyses, and supports other departments with their financial and administrative needs. This function includes the financial plan (Corporate Plan) and accounting practices of MAI with annual operating and capital expenses of nearly \$300 million and revenues of \$100 million. The department oversees the treasury, accounting operations, budget, tax, fixed assets financial administration, internal and external reporting, financial planning and advisory and external audit activities of the entire organization.



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Reporting directly to the Manager of Corporate Accounting this position will assist in the activities relating to the internal and external reporting requirements for the Corporation. This position combines a thorough knowledge of accounting and finance issues with business sense.

Additional Key Areas of Responsibility:

- Regular account analysis and monitoring on various accounts and reports, including activities such as: balance sheet reconciliations, accounts payable and accruals, accounts receivable, cash floats, cash books, vessel systems, spend reviews and periodic monitoring of transactions to ensure proper coding of costs as per appropriate accounting standards.
- Assist in the month end close process to ensure the timely reporting of results to management
- Assist in the Year end audit and annual reporting activities, including completion of audit working papers, and completion of schedules assigned for financial statement note disclosures.
- Perform HST analysis and prepare allocation and self-assessment journal entries in preparation for rebate returns.
- Communicate with internal and external parties in regard to accounting functions and procedures. Work closely with purchasing department and vendors to ensure accounts payable functions are completed accurately. This includes the review and posting of journal entries created by invoicing to ensure accuracy.
- Monitor and reconcile fuel inventory as provided by the maintenance department and the various vessels
- Administer the P-Card program including the creation of new accounts, review of credit limits, reconciliation, coding, and training.
- Administer the signing authorities as per Company policy.
- Member of working groups for system upgrades/automation and implementation and member of working committees as required.
- Work diligently, to promote a physically and psychologically safe working environment, that is diverse, accessible, inclusive and equitable
- Assist in the accomplishment of company objectives by performing other related duties as required.

What qualifications do I need to be considered for this opportunity?

Education and Experience

University Degree in Business, or College Diploma with a concentration in Accounting/Finance; along with 3 to 5 years of relevant work experience

OR

A combination of equivalent education, job-related training, and work experience in a related position.



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Additional Qualifications

- Theoretical and practical knowledge of different financial and analytical techniques.
- Thorough knowledge of accounting and finance issues, financial reporting, accounting standards and control techniques
- Ability to analyze and resolve complex financial issues or problems.
- Ability to analyze complex financial data and report to identify opportunities for improvement and efficiencies.
- Ability to manage own work plan while respecting all deadlines (includes skills in organization, prioritization and multi-tasking).
- Detail oriented, well organized with a demonstrated ability to function effectively with a high degree of interdependence and autonomy.
- Excellent time management skills
- Advanced level of Proficiency in Microsoft Excel and Word;
- Excellent written and oral communication skills

Asset Qualification

- Proficiency in Microsoft Excel and Word and knowledge of Powerpoint.
- Previous experience with SAP (S4 Hana).
- Experience with specialized systems (credit card platforms)

Why work for the Marine Atlantic team?

As part of the Marine Atlantic team, you will participate in a variety of ongoing training programs and development opportunities to navigate your career and chart your course for success. We provide a positive and inclusive work culture that is dedicated to creating an environment which promotes diversity, employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

How do I become a part of the team?

If you meet the listed qualifications, are interested in this opportunity and exemplify our core values, please apply online before **4 pm (Atlantic Time) on 05 July 2022**.

All applicants must apply online:

www.marineatlantic.ca/hiringnow

Note



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- Marine Atlantic recognizes the importance of vaccination to reduce the risk of spreading COVID-19 while continuing to provide an essential service to the province of Newfoundland and Labrador. All employees are required to follow Marine Atlantic Covid-19 protocols. As mandated by the Government of Canada, all employees, including new hires, are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is requested and authorized based on one of the prohibited grounds of discrimination as defined by the Canadian Human Rights Act. As part of the recruitment process, proof of vaccination for COVID-19 will be required or the necessary documentation to provide an approved accommodation.

Additional Information

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

At Marine Atlantic, we are dedicated to building and fostering an inclusive and diverse environment, where all employees and customers feel welcomed, valued, and respected.

Marine Atlantic invites applications from all qualified candidates and hires on the basis of merit. We are committed to the principles of equitable employment for all and strongly encourage applications from women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your cover letter, resume or application.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need to be accommodated during any phase of the evaluation process, contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

