



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

PORT OF TORONTO

OUTER HARBOUR
MARINA
DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following contract (18-months), full-time opportunity awaiting you:

MANAGER OF ACCOUNTING SYSTEMS AND REPORTING

The Manager, Accounting Systems and Reporting leads the implementation and optimization of the organization's ERP transformation, acting as the Finance lead and working closely with IT, Operations, vendors, and leadership to ensure a smooth transition, strong controls, and reliable financial data. The role also oversees consolidated financial reporting, compliance filings, account management, and financial analysis, supporting accounting operations to deliver accurate, timely information for internal and regulatory stakeholders.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Serve as the Finance lead for the ERP transformation, partnering with IT, implementation partners, and business units to align system capabilities with financial processes.
- Support ERP project planning by coordinating milestones, resources, risk mitigation, and cross-functional communication.

- Oversee the design, testing, deployment, and enhancement of finance modules (GL, AP, AR, Fixed Assets, etc.).
- Lead data mapping, cleansing, and migration activities to ensure accuracy, integrity, and compliance of financial data.
- Evaluate and streamline financial processes, developing standardized workflows and documentation for scalability and audit readiness.
- Coordinate and support User Acceptance Testing (UAT), resolving finance-related issues and ensuring smooth system adoption.
- Provide user training, guidance, and ongoing support to ensure effective ERP utilization across the organization.
- Manage the corporate chart of accounts, financial system upgrades, and integration of new modules or functionality.
- Oversee consolidated financial reporting, compliance filings, and preparation of executive-level financial presentations.
- Ensure timely and accurate monthly, quarterly, and annual financial information in compliance with regulatory and statutory requirements.
- Support accounting operations through review of postings, reconciliations, account management, and pension-related deliverables.
- Assist FP&A and ESG teams by providing financial data, analysis, and insights for reporting and performance assessments.
- Identify financial, operational, and technology-related risks and recommend mitigation strategies.
- Ensure proper controls and approvals for company-issued technology, system access, and financial data security.
- Promote and uphold health, safety, and emergency response procedures, including hazard awareness and required training.
- Maintain awareness of corporate policies, regulatory requirements, and industry standards to minimize organizational risk.
- Represent the organization professionally with external stakeholders, vendors, and industry partners.
- Prepare reports, statistics, and analysis while ensuring communication is clear, accurate, confidential, and professional.
- Maintain ongoing professional development through training, industry research, and continuous learning.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

QUALIFICATIONS AND ABILITIES:

- Post-secondary education with a degree or diploma in Business, Commerce, or Accounting and an accounting designation such as CPA, CA, CGA or CMA, or equivalent.
- Minimum five (5) years of business or financial analysis experience.
- Experience Implementing new ERP Systems (preferably NetSuite).
- Experience executing requirements gathering and process mapping.

- Must be knowledgeable with technical accounting skills in IFRS and maintain the highest professional ethics and standards.
- Advanced computer skills with Microsoft Office products particularly Excel and Word.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build trusting relationships and be a team player.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations.
- Superior analytical and problem-solving skills, along with sound judgement.
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail.
- Excellent communication and interpersonal skills, able to maintain good relations both internally and externally.
- Highly organized, possessing a solid ability to plan and follow up.
- Resourceful self-starter, able to work independently and within a team environment.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Bilingual in French is an asset.

CONDITIONS:

- Criminal record check will be conducted on hire.
- Credit check will be conducted on hire.
- Flexibility to work extended hours or weekends, as the need arises.
- Active response to emails after hours may be required.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:

careers@torontoportauthority.com

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates moving on to an interview.

In the subject line, please quote: **MANAGER OF ACCOUNTING SYSTEMS AND REPORTING**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.



To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com