



The **Maritime Provinces Higher Education Commission (MPHEC)** is an arm's lengths organization accountable to the ministers responsible for postsecondary education the Maritimes. The Commission comprises 20 members representing universities, the public-at-large (including students), and the three Maritime governments. The Commission's primary orientation in carrying out its duties is to give first consideration to improving and maintaining the best possible service to students as lifelong learners. The Commission, located in Fredericton, New Brunswick, is currently seeking an individual to fill the following position:

ACCOUNTANT

(\$25,000 ANNUALLY)

(contract position working an average of one day per week)

Under the direction of the Chief Executive Officer, the main responsibilities of this position are to:

- Provide leadership on all financial matters of the Commission;
- Prepare and monitor the Commission's operating budget by analysing variances and recommend appropriate steps to maintain operations within budgetary limits;
- Administer the Prince Edward Island post-secondary education budget;
- Monitor the Commission's accounting system and ensure proper internal control on all financial transactions;
- Prepare annual financial statements and quarterly financial projections for use by internal management and external stakeholders;
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee and Commission board members;
- Manage and support the workload of the Corporate Services Officer by establishing workplans, providing leadership and coaching, establishing priorities and supporting learning opportunities;
- Other related work as assigned;

The successful candidate will be expected to become familiar with the operations of the Commission, be self-directed and able to accomplish tasks on a timely basis; be able to communicate complex financial matters to both finance professional and non-specialist; be methodical and attentive in their work; demonstrate initiative and an excellent capacity for problem-solving. He/she will have strong organizational skills, excellent oral and written communication skills, be flexible and adaptable and able to prioritize their work.

Minimum Qualifications:

Candidates must have:

- A professional accounting designation (CPA);
- At least eight years of experience in managing an accounting and financial management function;
- Ability to effectively collaborate with colleagues and to translate financial concepts to them;
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area;
- Possess intermediate to advanced competency in MS Excel, and Word;
- Personal qualities of integrity, credibility and dedication to the mission of the Commission;
- Excellent oral and written communications skills in English.

Asset qualifications:

Preference may be given to candidates that:

- Have the ability to communicate (oral and written) in French;
- Have familiarity with the financial operations of government and/or non-profit organisations;
- Have a successful track record of developing, monitoring operating budgets and controlling expenses effectively.

An equivalent combination of education, training and experience may be considered. Candidates must demonstrate in their cover letter how they have acquired the skills and qualifications for this position and their resume should be in chronological order specifying education and employment in months and years.

Applications must be submitted quoting Competition No. 012021 to: Maritime Provinces Higher Education Commission, 401-82 Westmorland Street, P.O. Box 6000, Fredericton, NB E3B 5H1, or by email at mphec@mphec.ca, **by February 12, 2021.**

Your name and other personal information you submit to us when you apply for a job will be used to process your application and to administer any resulting employment relationship. Your personal information is protected pursuant to *Nova Scotia Freedom of Information and Protection of Privacy Act*.

We thank those who apply, however, only those selected for further consideration will be contacted. This opportunity may be used to fill future vacancies at the same level.