



**Position Title:** Manager, Finance Operations North America  
**Location:** Burnaby, BC  
**Reports To:** TBD

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### **Summary:**

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a pioneer in the rapidly growing renewable natural gas (“RNG”) industry. As a leading global provider of biogas upgrading systems, we are helping to clean up two of the largest and most difficult-to-decarbonize sectors of the global energy system: the natural gas grid and the commercial transportation sector. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste. Greenlane is the only biogas upgrading company offering the three main technologies: waterwash, pressure swing adsorption, and membrane separation and has over 30 years industry experience, patented proprietary technology, over 100 hydrogen sulfide treatment systems sold, and over 135 biogas upgrading systems sold into 19 countries, including many of the largest RNG production facilities in the world. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

If you are passionate about being part of a collaborative Finance team in a high growth, clean technology TSX-listed company, this may be the role for you! In this role you will work closely with other members of the Finance team in establishing and managing a robust, efficient and strong finance function. The Finance team acts as a business partner to other areas of the company to provide the necessary financial information to support the right business decisions, as well as to ensure strong internal financial controls are in place.

The Manager, Finance Operations North America will lead the day-to-day operational finance requirements for Greenlane within North America. Responsibilities will include partnering with project managers and procurement team to ensure that project finances and revenue tracking is accurate and invoiced according to project deliverable milestones. In this role you will have responsibility and ownership of the complex project tracking model, oversee the A/P and A/R functions and work closely with members of the Finance team, led by our Chief Financial Officer, in establishing and managing a robust, efficient and exceptional Finance function.

### **Duties and Responsibilities:**

- Responsible for the Greenlane project tracking model, working with project managers to ensure the tracking model is complete and accurate, and presenting the tracking model at both monthly operational review meetings and proposal review meetings.
- Manage updates of the tracking model with actuals (labor & materials in and out).
- Manage reconciliations of the tracking model to the general ledger.
- Manage the invoicing process and monitoring collections to ensure invoices are paid in a timely manner.
- Calculate project accounting balances on a monthly basis and ensure project completion percentages are accurate and auditable.
- Budget, forecast, and scenario plan, with ownership of project forecasting tools.
- Develop financial models for project development.
- Manage and maintain service models and managing warranty accrual.
- Review day to day transactions and oversee accounting control procedures.
- Ensure that all accounting policies are understood by Greenlane employees and followed according to Company guidelines.
- Build strong working relationships with the operational teams to ensure that the business requirements are met and the business can work smoothly as a whole, especially in relation to supplier payments and customer collections.
- Lead initiatives to streamline processes, reduce costs, and implement best practices.

### **Education and Experience:**

- CA / CPA designation plus a minimum of 5 years of experience in a mid to senior level role (post designation) with strong accounting operations experience.
- Experience working in a project accounting environment.
- Solid business judgement and strong analytical, organizational and management skills, with an ability to adapt to multiple demands, set priorities and achieve results on a timely basis.



- Reliable and dependable, with the ability to meet the requirements of accounting deadlines.
- Strong computer skills and advanced Microsoft Excel abilities essential. Working knowledge of SAP B1 ERP system would be considered an asset.
- Strong work ethic and the ability to provide exceptional teamwork.
- Excellent communication skills, both written and oral and ability to work with international colleagues.
- Great attitude, personable, courteous and a great team player.
- Can-do, positive, proactive attitude and solution-oriented mindset, and capable of working independently with minimal supervision.
- Detail-oriented, accurate and well organized.
- Ability to work under pressure and stay focused in a fast-paced environment.

**How to Apply:**

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables page on LinkedIn and attached your resume. While we thank all interested candidates only those who are short-listed will be contacted.