



**Position Title:** Manager, Financial Reporting and Corporate Accounting

**Location:** Burnaby, BC

**Reports To:** Corporate Controller

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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, Financial Reporting and Corporate Accounting will lead the quarterly and annual financial report preparation and audit and will be responsible for tax compliance, budgeting and forecasting and the internal controls process.

### **Duties and Responsibilities:**

- Preparation of quarterly and annual consolidated financial statements and Management Discussion and Analysis (“MD&A”) in accordance with IFRS and BC Securities rules.
- Act as the lead point of contact on the audit process, liaising with external auditors as required.
- Complete month-end and year-end close financial procedures and monthly consolidation.
- Responsible for day to day cash management procedures (on a consolidated basis) and ensuring cash management and forecasting is a core focus for the business.
- Track G&A spend against budget, reconcile as required, report to budget holders and reforecast, as necessary.
- Report and file tax returns (Canada, UK, Holland and the US) with assistance from advisors where required.
- Manage third party preparation of the tax provision, providing information as needed and reviewing outputs
- Prepare and maintain transfer pricing contemporaneous documentation, working with advisors as necessary.
- Annually ensure internal controls documentation is complete, accurate and tested by a third party (as considered necessary).
- Ensure that all accounting policies are understood by Greenlane employees and followed according to Company guidelines.
- Build strong working relationships with the teams outside of finance to ensure that the business requirements are met and the business can work smoothly as a whole, especially in relation to supplier payments.
- Ensure that the financial systems and processes are robust and understood by stakeholders.
- Lead initiatives to streamline processes, reduce costs, and implement best practices.

**Education and Experience:**

- A qualified CPA Accountant with a minimum of 6 years of accounting or auditing experience, ideally from a Big 4 accounting firm.
- Public company reporting and experience in preparing financial statements and MD&A, preferably with a TSX or TSXV listed company.
- Previous Tax experience is essential for this role.
- The ability to learn an ERP system quickly.
- Advanced Microsoft Excel skills.
- Proactive attitude, critical thinker with a delivery execution mind-set.
- Excellent communication skills, both written and oral and ability to work with international colleagues.
- Positive, can-do attitude, personable, courteous and a great team player.
- Capable of working with minimal supervision.
- Must be detail-oriented, accurate and well organized.
- Ability to work under pressure and stay focused in a fast-paced environment.
- Ability to multi-task with good time management and organization skills.

**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.