

HARVEY'S



EMPLOYMENT OPPORTUNITY – DIRECTOR OF FINANCE AND ADMINISTRATION

THE COMPANY

Harvey's Oil Ltd. (Harvey's) is Newfoundland and Labrador's trusted choice for energy solutions, known for our dedicated people, prompt and safe service, and a culture rooted in inclusion, respect, and a job well done. With a team of over 50 and more than 16,000 customers across the island, we provide heating oil, diesel, lubricants, heat pumps, mini-splits, and propane, all while investing in innovation and sustainable growth that supports our customers, employees, and communities. We pride ourselves on offering specialized training, living our core values of safety, knowledge, friendliness, reliability, empathy, and respect and delivering the warm service our province has trusted for generations. As a joint venture between A. Harvey & Co. Ltd. and Suncor Energy Inc., we continue to grow responsibly, stay true to our local roots, and remain focused on delivering energy solutions that meet the needs of a changing world.

THE ROLE

Harvey's has an opening for the position of a full-time, permanent Director of Finance and Administration located at our head office at 87 Water Street, St. John's.

The Director of Finance and Administration is accountable for planning, organizing, directing and controlling the delivery of financial services throughout Harvey's including financial and operational reporting, accounting processes, budgeting, and cash flow forecasting. This includes the management, coaching and supervision of the Controller and other Accounting Staff.

Key responsibilities of this role will include but are not limited to:

- Overall Financial Management for Harvey's.
- Financial Statement(s) Preparation/Review.
- Co-ordination of Year End External Audit.
- Working with Senior Management to complete the Annual Budget for company and operating units.
- Monitor and review operating units volume and financial statement forecasts and required reporting.
- Ensure compliance and reporting of statutory taxation obligations.
- Direct and ensure mentoring of accounting staff.

Specific responsibilities of this role will include:

- Identify, document and implement financial controls for key accounting processes.
- Identify and implement efficiencies in existing business processes.
- Overall responsibility for the financial management application including the maintenance of the general ledger and preparation of periodic financial statements, financial reports and management information reports.
- Work with Senior Management to prepare Harvey's annual budget for presentation to the Board of Directors.
- Monitor, review and update financial forecasts for operating units.

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- Oversee fixed asset record management.
- Oversee cost accounting processes.
- Payroll approval for administrative/accounting staff.
- Other duties as assigned.

THE CANDIDATE

The ideal candidate will have the following:

- A University Degree in Business as well as a Chartered Professional Accountant Designation.
- 5-10 Years of related financial management experience at a senior level, preferably in a private enterprise.
- High level accounting knowledge including financial reporting, internal controls and accounting principles under GAAP and Accounting Standards for Private Enterprises.
- Strong business acumen, and exceptional interpersonal and communication skills required.
- Proficiency with computer applications and aptitude for other technology.
- Strong organizational skills.
- Effective time management skills and ability to prioritize deadlines.
- Dependable with proficient attention to detail.
- Strong analytic and problem-solving skills.
- Sound judgement in finance and accounting and other work-related decisions.

The ideal candidate will be:

- Capable to work in a multitask environment.
- Capable to work effectively under stressful situations.
- Able to understand and work with diverse groups of people and clients.
- Able to provide a solutions driven management style with the ability to identify challenges and to drive change that streamlines accounting operations and improves efficiency.

Individuals interested in applying for this position should send a resume by March 10th, 2026 to:

Harvey's Oil Ltd.
87 Water Street
St. John's, NL A1C 5X3
Fax: (709) 726-8044
Email: humanresources@aharvey.nf.ca
<https://harveyoil.ca/>

Harvey's Oil Ltd. is an equal opportunity employer; however only those selected for an interview will be contacted.