

Position Identification			
Position Title	Manager, Financial Operations		
Position Replaces	n/a		
Position Level	Manager	Position Code	1140
Pay Band	Exempt Band 5	Date (last revised)	April 2024
Supervisor Title	Controller	Sup. Position Code	1068
Additional Requirement	CRC	N/A	
Exclusion Rationale	Yes	Flexible Work Arrangement	Flexible Work
Division	Finance		

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>The Finance Division is a fast-paced, innovation and customer focused team. Our vision is that we are a client focused, trusted advisor and business enabler. We create customer-focused services and processes, and implement best-in-class financial, procurement and risk management systems that simplify and automate processes in a manner that makes our Division a value-added business partner who is easy to do business with.</p> <p>The Financial Operations department is vital to our organization's financial health, overseeing crucial functions such as revenue, accounts receivable, and accounts payable. We ensure a high level of customer service and the integrity, accuracy, and efficiency of financial transactions. We are responsible for safeguarding BC Transit's financial assets, upholding compliance to standards and optimizing resources to support the organization's success and sustainability.</p>

Job Overview

Reporting to the Controller, the Manager, Financial Operations is responsible for providing strong leadership to the BC Transit's Financial Operations department including the teams of Revenue & Accounts Receivable and Accounts Payable. This position champions the transformation of the Financial Operations department by fostering innovation, ensuring cross divisional integration, and service excellence, while enhancing productivity.

With the advancement of artificial intelligence, financial controls need to be more robust and adaptable than ever. This accomplished leader is responsible for strong internal controls to protect BC Transits financial assets. They articulate ideas coherently, employ critical thinking, use research and analytical skills, and provide strategic and practical solutions that leverage team strengths and technology.

Demonstrating qualities of organization and collaboration, this individual actively engages with internal business partners and external vendors to drive process and system improvements, while prioritizing a customer-centric approach. Moreover, they excel in managing resources, optimizing workflows, cultivating a robust team culture and leading through periods of organizational change.

Key Accountabilities and Expectations

Key Accountability	Expectation
Leadership	<ul style="list-style-type: none">• Leads, manages performance, and coaches the Financial Operations team while communicating and demonstrating the organization's vision, mission and values• Leads system and process transformation and continuous improvement for Financial Operations• Demonstrates and promotes a strong commitment to customer service• Demonstrates an organized approach and applies lean management methodologies• Maintains an open-door, people-first culture of collaboration and mutual respect• Uses analytical skills and creativity to troubleshoot and solve problems• Leads through ambiguity and supports change management to deliver results• Identifies and takes action on department-related risks and opportunities, alerting the Controller to critical issues• Collaborates with leaders across the organization to continuously develop the Finance Division's ability to deliver quality and secure services• Participates in divisional/corporate activities to evaluate and address financial, cyber, and resource management risks• Plans, monitors, analyzes and forecasts departmental budgets• Leads and delivers the corporate communications strategy around Financial Operations

	<ul style="list-style-type: none"> • Applies judgement and provides customer focused solutions to Directors and Executives to meet their specialized needs which also ensures protection of BC Transit's Assets • Manages the recruitment, selection and training of new team members • Provides coverage for Finance Leaders during absences
Financial Operations	<ul style="list-style-type: none"> • Oversees the accounts payable, revenue and accounts receivable departments • Plans, organizes, and leads the strategic priorities of the Financial Operations teams • Develops, implements, and communicates operational standards ensuring that the department is supporting business needs • Develops and delivers educational strategies and training materials to ensure that customers understand and follow corporate policies and procedures, accounting standards, and legislation as it relates to Financial Operations • Identifies opportunities to optimize tools, address cybersecurity risks, and leads implementation of technologies as needed; • Participates in the JDE and Integrated Systems Committee as a subject matter expert • Ensures that departmental procedures are well documented, accurate, accessible and up-to-date • Provides taxation advice to the business as a subject matter expert as it applies to financial operations (i.e. PST, GST) • Supports the organization with accurate and timely information for internal and external reporting • Supports the department by analyzing complex issues and providing strategic guidance and advice to customers that integrates a cross-departmental perspective • Collaborates and supports integration of internal control improvements including, but not limited to, full the procure-to-pay and revenue intake processes • Leads or participates in special projects, procurements, and audits in alignment with corporate and divisional priorities
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • University degree in Accounting or a related field. • Professional accounting or financial analyst designation (CPA or CFA)
Experience	<ul style="list-style-type: none"> • Seven(7) years related accounting or financial operations experience, four (4) of which leadership experience • Experience managing in a unionized environment, public sector or working as an auditor is an asset • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Strong knowledge of accounting standards and internal controls • Advanced proficiency in Microsoft 365 and Office suite; experience with Power Platform an asset • Experience with computerized financial systems in a mid-to-large sized organization; experience in system implementation and using JD Edwards, Automated AP and Hubble software an asset • Strong written, verbal, and presentation, skills are required • Strong organizational and critical thinking skills • Advanced proficiency in reconciliation and analytical skills, and knowledge of data collection and analysis methodologies • Experience developing and applying corporate policies and procedures to complex situations • Expertise with the treatment of GST & PST as it relates to accounts payable, revenue and accounts receivable • Proven track identifying and implementing process improvements and applying lean management principles