

Job Title:	Accountant, Capital Funding	Job Level:	Employee
Division/Department:	Capital Planning, Funding and Analysis	Job Band:	2
Supervisor Title:	Manager, Asset Accounting	Supervisor Job #:	1686

ORGANIZATIONAL DESCRIPTION

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.

JOB OVERVIEW

Reporting to the Manager, Asset Accounting, the Accountant, Capital Funding will lead the application of BC Transit's capital funding process, including the tracking, billing, monitoring and accounting of complex funding sources for ongoing multi-partnered capital projects. They will also ensure capital project costs are in alignment with funding eligibility guidelines and accounting standards.

ACCOUNTABILITIES

- Responsible for the accounting, reporting, and analysis of all capital-related accounts receivable, work-in-progress and deferred contributions, including the completion of audit working papers and supporting files for annual and quarterly statements.
- Takes a lead role in the reporting requirements under the terms of various funding agreements and liaises with funding partners on all correspondence.
- Responsible for monitoring capital project costs incurred and ensuring costs are in alignment with funding eligibility guidelines and accounting standards.
- Prepares all capital funding invoices, including the compilation and reconciliation of all supporting documents.
- Responsible for applying collections received from funding partners and monitoring balances owing. Prepares capital funding invoices, including the compilation and reconciliation of all supporting documents.
- Liaises with project managers and other internal departments to complete documentation and other reporting required for the capital billing process, including assisting with understanding of processes, troubleshooting, and resolving problems as required.
- Acts as the subject matter expert for the billing module in the financial system (JD Edwards), and advises on the billing strategy for government grants considering system limitations and business rules.
- Maintains data integrity of the billings module and works directly with information technology staff to resolve issues. Maintains data integrity of the billings module and all related modules, working directly with information technology staff to resolve issues.
- Prepares and delivers educational material for capital project teams.
- Assists in the analysis and reporting of the leasing program as well as the tracking and reporting of tangible capital assets.
- Identifies weaknesses or gaps in existing processes or tools and templates, and proactively implements improvements to reduce risk or create efficiencies.
- Performs various special projects in keeping with the purpose and accountabilities of the department.

QUALIFICATIONS
EDUCATION

- Post secondary degree in business, finance or a related discipline
- Working towards a Professional accounting designation is an asset

EXPERIENCE

- A minimum three (3) years related experience. An equivalent combination of education, training and experience may be considered.
- Good understanding of technical accounting standards.
- Advanced proficiency level in Excel to use customized spreadsheets to meet internal and external reporting and billing requirements. Experience with pivot tables is an asset.
- Strong reconciliation and analytical skills, and knowledge of data collection and analysis methodologies.
- Experience with computerized financial systems in a mid-to-large sized organization.