

Position Identification

Position Title	Accountant, Asset Management		
Position Replaces	n/a		
Position Level	Employee	Position Code	1437
Pay Band	Exempt Band 2	Revision Date	Sep-23
Supervisor Title	Senior Manager, Capital Finance	Sup. Position Code	1686
Additional Requirement	CRC	N/A	
Exclusion Rationale	On File	Flexible Work Arrangement	Flexible Work
Division	Finance		

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.

Our Mission: Delivering transportation services you can rely on

Department Summary

BC Transit's Capital Portfolio includes a 10-year multibillion-dollar portfolio of active and future (planned) capital projects. The Capital department is part of BC Transit's Finance division and is responsible for administering the capital project portfolio as a whole. The department performs portfolio-level planning, governance (including managing agreements, eligibility, project approval forms, etc.), forecasting/reporting, funding negotiations and related funding partner invoicing, asset management accounting, and other administration.

Job Overview

Reporting to the Senior Manager, Capital Finance, the Accountant, Asset Management is responsible for capital-related reporting and performs a key role in the full cycle asset accounting function. They assist the Senior Accountant, Asset Management with capital-related forecasting and in the development of funding models to meet debt-servicing needs. They support other departments by providing accounting guidance, analysis and information

Key Accountabilities and Expectations

Key Accountability	Expectation
Financial Responsibility	<ul style="list-style-type: none"> Responsible for all full cycle asset accounting entries, including capital asset additions, disposals, and amortization. Responsible for the ongoing accounting and reconciliation of all capital contributions. Responsible for monthly fixed assets data entry and journal entries. Supports the Senior Accountant, Asset Management with the BC Transit leasing program including but not limited to the analysis and reporting on ongoing leasing program results. Assists in the development of complex Excel-based financial models to support multi-year leasing program budgets. Provides accounting and general financial expertise for capital project teams in the development of project budgets and contract negotiations. Provides support of the billing process for capital funding grants. Maintains data integrity of the fixed asset register and all related modules, working directly with information technology staff to resolve issues. Provides support to the financial audit and resolving complex issues and assist with other activities in support of the Finance Division. Identifies weaknesses or gaps in existing processes or tools and templates and proactively implements improvements to reduce risk or create efficiencies.
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"> Post secondary degree in accounting, finance, business or a related field Professional accounting designation or working towards one is considered an asset
Experience	<ul style="list-style-type: none"> Three (3) years related experience Experience with analytical tools is an asset. Exposure to financial modelling in Excel. An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> Good understanding of technical accounting standards. Strong critical thinking and analytical skills with a proven ability to solve problems independently.

	<ul style="list-style-type: none">• Knowledge of data collection and analysis methodologies.• Proficient with Microsoft Office applications and financial systems.
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