

## Position Identification

<b>Position Title</b>	Executive Assistant and Divisional Coordinator, Finance		
<b>Position Replaces</b>	N/A		
<b>Position Level</b>	Employee	<b>Position Code</b>	1168
<b>Pay Band</b>	Exempt Band 2	<b>Date (last revised)</b>	May-25
<b>Supervisor Title</b>	Vice President, Finance and Chief Financial Officer	<b>Sup. Position Code</b>	1002
<b>Additional Requirement</b>	CRC	N/A	
<b>Exclusion Rationale</b>	N/A	<b>Flexible Work Arrangement</b>	Flexible Work
<b>Division</b>	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

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 “easy to do business with” and a “value-added business partner”.

## Job Overview

Reporting to the Vice President, Finance and Chief Financial Officer, the Executive Assistant and Divisional Coordinator provides high-level administrative and coordination support to the VP and the Finance Division. This role provides support to divisional committees and occasionally supports the Office of the President and CEO, other members of the Senior Leadership Team, and department managers. The Executive Assistant plays a pivotal role in ensuring the Executive’s responsibilities are executed efficiently, enabling a focus on strategic priorities and high-impact initiatives.

## Key Accountabilities and Expectations

Key Accountability	Expectation
<b>Executive and Divisional Support</b>	<ul style="list-style-type: none"> <li>• Provides confidential executive-level support including calendar management, meeting coordination, travel arrangements, and preparation of a variety of documentation and presentations</li> <li>• Responsible to lead and collaborate on a variety of initiatives undertaken by the Finance Division</li> <li>• Assists the Executive in coordinating and communicating Divisional goals, objectives, strategies and work plans</li> <li>• Manages divisional administrative functions including meetings, travel arrangements, records management, purchasing supplies and materials etc.</li> <li>• Act as a liaison between the Executive and the organization to support effective communication and collaboration</li> <li>• Coordinates and supports division-wide initiatives, including department events and work environment activities</li> <li>• Provides backup support to the Office of the President and other Senior Leaders as needed</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Manages day-to-day administrative operations for the Executive's office, including purchasing supplies, records management, meeting logistics, and handling inquiries from staff, government agencies, and the public</li> <li>• Coordinates the drafting and distribution of reports, board presentations, briefing notes, legal documents, agenda packages, and business cases</li> <li>• Supports onboarding of new employees to the division, acting as the primary point of contact for guidance on resources, processes, and organizational navigation</li> <li>• Continuously assesses and recommends improvements to administrative practices, policies and procedures</li> </ul>
<b>Finance and Budget Support</b>	<ul style="list-style-type: none"> <li>• Supports divisional budgeting processes, including cost budget development, reallocations, forecasting, cost estimates, and expenditure reporting</li> <li>• Coordinates financial activities such as purchase order requests, invoice processing, contract management, and reimbursement claims</li> <li>• Manages and reconciles purchasing via Purchase Card and maintains accurate records of expenditures</li> <li>• Provides guidance to budget owners on financial procedures and supports ongoing monitoring of fiscal priorities and spending</li> </ul>

<b>Communication and Engagement</b>	<ul style="list-style-type: none"> <li>Leads and supports divisional communication in collaboration with Communications and other divisions, ensuring messaging aligns with organizational goals</li> <li>Develops and implements executive communication and engagement plans to enhance visible leadership and support a positive divisional culture</li> </ul>
<b>Records and Information Management</b>	<ul style="list-style-type: none"> <li>Compiles, processes, and maintains divisional records in accordance with Administrative and Operational Records Classification Systems (ARCS/ORCS)</li> <li>Ensures timely and accurate documentation of meeting minutes, action items, and other records to support decision-making and accountability</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>Liaises with the Executive Advisor and Corporate Secretary to the President and CEO, discussing and receiving guidance regarding administrative policies and procedures, and assisting with implementation of new policies/procedures</li> <li>Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>

### Summary of Qualifications and Job Specific Competencies

<b>Education</b>	<ul style="list-style-type: none"> <li>Post secondary diploma in office or business administration or a related field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Five (5) years related experience as an Executive Assistant supporting and reporting to a senior executive</li> <li>Preference may be given to candidates who have experience working in Finance or supporting a Finance team</li> <li>An equivalent combination of education and experience may be considered</li> </ul>
<b>Key job-specific competencies</b>	<ul style="list-style-type: none"> <li>Exceptional planning and coordination skills to manage calendars, schedules, meetings, appointments, committees, travel arrangements and related documentation</li> <li>Strong verbal and written communication skills, with excellent editing and proofreading abilities</li> <li>High attention to accuracy and detail across responsibilities</li> <li>Proficient in Microsoft Office Suite; able to manage diverse administrative and operational tasks under time constraints while maintaining professionalism</li> <li>Strong organizational skills with the ability to follow instructions from multiple sources and effectively prioritize tasks</li> <li>Well developed research and analytical skills to gather, interpret, and assess factual information</li> </ul>

	<ul style="list-style-type: none"><li>• Knowledgeable and application of records management practise, including ARCS and ORCS systems</li><li>• Practice problem-solving skills and sound judgment to address challenges and recommend effective solutions</li><li>• Resourcefulness and adaptable in handling a variety of situations with professionalism and discretion</li><li>• Effective decision-making skills to manage shifting priorities, resolve conflicts and ensure deadlines are met</li></ul>
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