

Position Identification

Position Title	Senior Accountant		
Position Replaces	N/A		
Position Level	Employee	Position Code	1245
Pay Band	Exempt Band 3	Revision Date	Jul-25
Supervisor Title	Manager, Financial Reporting	Sup. Position Code	1586
Additional Requirement	CRC	N/A	
Exclusion Rationale	On File	On-Site Requirement	1 day/ week
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

The Accounting department is vital to BC Transit's financial health, overseeing crucial functions such as financial reporting, treasury management, revenue & accounts receivable, accounts payable and accounting system operations. The department provides a high level of customer service and ensures the integrity, accuracy and efficiency of financial operations. The Accounting department is responsible for safeguarding BC Transit's financial assets, upholding compliance to standards, and optimizing resources to support the organization's success and sustainability.

Job Overview

Reporting to the Manager, Financial Reporting and Treasury, the Senior Accountant leads full-cycle accounting and supports the financial health of the organization. This position is responsible for managing working capital, preparing internal and external financial reports, and ensuring the accuracy and timeliness of financial data. As a subject matter expert, the Senior Accountant oversees treasury operations, audits, reconciliations, and compliance, while providing cross-departmental support and leadership. They demonstrate a strong team and customer service mindset, deliver solution-oriented guidance, and champion best practices in financial stewardship.

Key Accountabilities and Expectations

Key Accountability	Expectation
Accounting and Financial Reporting	• Leads full-cycle accounting for all accounts excluding tangible capital assets • Ensures timely and accurate financial close including completion of journal entries, account reconciliations, lead sheets and supporting working papers • Prepares and reviews monthly, quarterly and annual financial statements, and reports in accordance with Public Sector Accounting Standards (PSAS), agreements, Crown agency regulatory and audit requirements • Prepares and distributes local government invoices, reports and reserve statements • Identifies, and resolves complex accounting issues and provides accurate ad hoc reporting for internal and external stakeholders • Maintains and updates the accounting manual, recommending improvements to increase efficiency and accuracy
Audit, Tax and Compliance	• Prepares technical accounting memos and position papers in accordance with PSAS • Supports the preparation of quarterly and year-end audit binders • Prepares information and responds to auditor queries during interim and year-end field work • Coordinates all deliverables and the efficient completion of the financial statement audit • Ensure compliance with GST/PST and other regulatory tax filings, including return submissions and issue resolution • Maintains tax procedure documentation and prepares internal technical memos on tax treatment and legislative updates • Acts as a liaison with CRA and provincial tax authorities to resolve compliance matters and ensure proper reporting
Treasury and Fiscal Management	• Monitors cash flow and working capital, prepares cash flow forecasts, and liaises with departments for accurate information • Prepares and reconciles reserve, investment, and debt schedules, including premiums, discounts, and interest calculations • Liaises with the Debt Management Branch to secure funding and recommends strategies to optimize investment returns and minimize borrowing costs for leadership • Develops budgets, forecasts and analysis for treasury operations and ensures alignment with organizational goals • Manages banking operations including payment processing, payroll uploads, ACH/ Wires release, and reconciliation of direct withdrawals

	Manages banking controls including withdrawal limits, banking master data, banking access restrictions, payee match and payment methodologies, resolves issues
Financial Controls and Risk Management	- Identifies financial risks and implements internal controls to mitigate exposure - Reviews and enhances financial controls for accounting operations - Document internal processes and recommend continuous improvements to increase efficiency and safeguard assets - Develops and maintains PSAS compliant financial policies, guidelines, templates, and controls
Financial Analysis	- Conduct variance analysis, develop financial models, create rate tables, and build excel-based tools to support decision making - Provides hands-on analytical support to departments, ensuring coordination and integration of special projects, partnerships and program impacts - Prepares financial analysis services for Procurement and other departments - Develops documentation and participates in procurements related to banking, financial, audit and actuary services
Leadership and Organizational Support	- Responsible for customer support, rate settings, month end close processes and the accuracy and completeness of internal capital and operating recoveries - Mentors and supports accounting team members, fostering professional development and knowledge transfer - Lead and support cross-departmental initiatives and collaborates to integrate financial insights into operational planning - Leads the development and delivery of departmental and cross-departmental training - Identifies opportunities to improve processes, systems and templates
Additional Duties	Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	- Post-secondary degree in accounting, business, finance, or a related field. - Chartered Professional Accounting (CPA) designation
Experience	- Four (4) years progressive accounting experience, including financial reporting, reconciliations, and audit preparation. - Strong technical knowledge of Public Sector Accounting Standards (PSAS) preferred

	• Experience in accounting and treasury operations, fiscal management, financial controls, and analysis preferred • An equivalent combination of education and experience may be considered
Key job-specific competencies	• Advanced proficiency with Microsoft Office, experience with financial systems; familiarity with automation or analytical tools (e.g., Power BI, Power Automate) is an asset. • Exceptional analytical and critical thinking skills with the ability to solve complex problems independently. • Strong organizational skills with the ability to prioritize competing demands and meet tight deadlines, including flexibility to work overtime as required. • Demonstrated ability to exercise sound professional judgment with integrity and attention to detail. • Excellent written and verbal communication skills, with the ability to explain complex financial information clearly. • Adaptable and proactive, with a solution-focused and team-oriented mindset and the ability to support projects and respond effectively to change.