



FINANCIAL PLANNING LEAD – CAPITAL Temporary Full Time (up to 2 year term)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The City of Coquitlam currently has a great opportunity to join our innovative and experienced Finance team as a Financial Planning Lead. This role will lead work associated with city-wide financial planning, analysis, forecasting, annual budgeting and business case analysis.

Key responsibilities include:

- Leading and coordinating the preparation of the City's annual Five-Year Capital Financial Plan
- Assisting and advising client departments in preparing their annual capital budget submissions, including recommending funding sources and allocations
- Developing, implementing and maintaining a variety of financial models, reports, schedules and working papers
- Monitoring and maintaining variance analysis for budget vs. actuals reporting, with responsibility for investigating and resolving discrepancies
- Developing and maintaining working relationships with internal stakeholders and project managers
- Developing financial and business analysis to support decision making related to a variety of City initiatives
- Supporting the Financial Planning Manager and overall financial planning function as needed
- Providing leadership and direction to team members
- Assessing risks and opportunities in areas of responsibility and participating in the development and implementation of policies, procedures, standards and systems to optimize process effectiveness and service delivery
- Undertaking special projects and assignments as required

Qualifications

The ideal candidate will have 5 years of related experience, will be able to work well under pressure, can exercise considerable independent judgment and action, manage multiple competing demands at once, build and maintain strong working relationships and work collaboratively in a team setting. These attributes will be matched with a degree in Business, Commerce or a related discipline; Professional Accounting Designation and have considerable experience in financial planning/reporting and accounting preferably in a public sector setting.

Assets

The ideal candidate will be detail-oriented, have excellent verbal and written communications skills, great at working within a high functioning team and have the ability to build strong working relationships with various internal and external partners.

What We Offer:

This CUPE position has an hourly rate range of \$48.08 - \$56.82 plus 6% in lieu of benefits. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills. Note that for qualified candidates with relevant and extensive public sector experience, a recruitment and retention adjustment may be considered as a temporary recruitment adjustment in recognition of the unique skillset required for the scope of work performed.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in a variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on April 24, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.