

BUILD A CITY. BUILD A FUTURE.



Treasury Services Manager

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Reporting to the Manager, Financial Reporting & Systems, the Treasury Services Manager will be responsible for the City's treasury functions and provide leadership and guidance to the Treasury Team. The Manager will oversee and support a team of several direct reports with responsibilities including: cashflow and investment portfolio management; debt management; banking and electronic payment processing; accounts receivable; letters of credit; bank reconciliations; commodity taxes and support for City subsidiaries. The Manager will undertake business process analysis and optimization, enhancement initiatives, maintain service provider relationships, and support communications with internal and external customers.

EMPLOYMENT STATUS

Exempt – Regular Full-Time

RESPONSIBILITIES

- Provide leadership and guidance to the Treasury team to ensure operational and legislated requirements are met, a high-level of customer service is provided, and compliance with policies and procedures is achieved.
- Develop section goals and objectives and support the Treasury team to meet deadlines and fulfill goals and objectives in a timely manner.
- Understand current processes and policies, identify opportunities for business process, technology, and internal control enhancements, and undertake continuous improvement initiatives to implement value-added enhancements that provide increased efficiency and customer service.
- Review and approval of Treasury Team deliverables (e.g., working papers, bank reconciliations, commodity tax remittances, budgets and forecasts, investment documentation, etc.). Prepare and review treasury-related communications for reports to City Council, the Five-Year Financial Plan, and Annual Report.
- Contribute to cash flow forecasting and management, investment placement and settlement, and banking transactions. Accountable for investment income budgeting, forecasting, and reporting.
- Responsible for the City's relationships with its financial institution, electronic payment processor, collection agency, and treasury software application provider. Identify and implement technological solutions that meet the banking, payment processing, collection and treasury needs of City operations.
- Contribute to accounts receivable billing, reporting, collection, and decision making for delinquent accounts. Identify and implement solutions through the City's ERP system to support accounts receivable billing and collection across City departments.
- Support letter of credit business processes related to the acceptance, drawing, and release of letters of credit. Maintain a high-level of customer service for internal and external customers and financial institutions.
- Contribute to bank reconciliation processes. Oversee commodity tax remittances and ensure compliance with all applicable legislation and regulations.
- Responsible for maintaining and updating relevant City policies, procedures, and guidelines.

QUALIFICATIONS

- Bachelor's Degree in a related discipline from a recognized post-secondary institution.
- Completion of the Canadian Professional Accountant designation.
- Minimum of 5 years of related experience.
- Completion of the Canadian Securities Course is an asset.
- Knowledge of:

- principles, practices, procedures, and systems applicable to finance, accounting, and related financial operations
- revenue accounting and the collection of outstanding receivables
- strategies for addressing delinquent accounts
- cash handling practices
- cash flow forecasting and analysis
- investment practices and procedures
- banking and electronic payment processing practices and procedures
- commodity tax reconciliation and remittance
- Ability to build and maintain effective working relationships with internal and external contacts.
- Effectively deal with disagreements and prevent the escalation of conflict.
- Meet timelines and objectives requiring persistence to overcome challenges.
- Work under broad direction and use significant independent judgment when more than one option is possible.
- Conduct investigative research, analyze complex data and processes, interpret policy and problem solve.
- Identify opportunities to address emerging needs.
- Practical knowledge of a complex Enterprise Resource Planning solution (ERP) such as UNIT4.
- Proficiency in using Microsoft office programs, including Word, Excel, and Outlook.

Additional Info

- Pay Grade: M2
- Rate: \$104,807 - \$123,302

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5971.