



Position Title: Program Manager, Accounting Operations & Reporting

Position Status: Full-Time Regular

Department: Financial Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Management / Leadership, Level M3B (\$138,719.13 - \$163,194.52 annually) (2024 wage rates)

Our Financial Services Department is seeking a Program Manager, Accounting Operations & Reporting who will provide strategic leadership for accounting operations, financial reporting, and external financial audits.

You are analytical, collaborative, and results driven. You have strong communication skills and critical thinking skills, the ability to engage teams, considerable knowledge of Canadian Public Sector Accounting Standards, and considerable experience in leading teams in completing financial year-end audits and reporting.

The Program Manager, Accounting Operations & Reporting reports to the Director, Financial Operations.

This role:

- Leads the Accounting Operations & Reporting Program and is responsible for managing the activities of the organization's accounting and reporting functions, including accounting operations, internal financial reporting, statutory financial reporting requirements, and annual financial audits.
- Manages and oversees the activities of the Accounting Operations team to ensure monthly and annual financial closing activities, tax filings, routine review activities, and regulatory reporting requirements are completed accurately and on a timely basis. Ensures compliance with statutory reporting deadlines and regulatory requirements.
- Manages and oversees the activities of the Reporting team and collaborates with Finance staff, division managers, and business partners in the completion of the annual financial year-end and interim audits and all required reports including annual financial statements, tri-annual financial performance reports, Statement of Financial Information (SOFI) reporting, and the Annual Financial Report. Ensures all reporting obligations are completed on time and meet legislative and regulatory requirements and support organizational accountability and transparency.

- Responsible for establishing and maintaining financial procedures, processes, and policies and ensuring adequate internal controls are in place and maintained for ongoing compliance with statutory and regulatory requirements. Conducts research and evaluates evolving Public Sector Accounting Standards. Leads the implementation of new standards and trains staff on accounting standards, complex accounting treatments, and financial statement preparation.
- Works in collaboration with external auditors in planning and executing the annual financial year-end and interim audits. Responsible for addressing audit issues and concerns and recommends changes to corporate financial policies, procedures, or internal controls to remedy concerns. Supports the Director in presenting the annual financial statements and SOFI to the Performance and Audit Committee and the Board.
- Hires, supervises, directs, and develops staff monitoring performance towards program, department, and corporate objectives. Ensures staff adhere to corporate policies and collective agreements. Leads, coaches, and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience.
- Works collaboratively with staff to resolve complex technical, operational, or interpersonal issues staff encounter while doing their work. Acts as a resource to staff members for guidance on problem situations.
- Facilitates information sharing to transfer knowledge and experience and increase the efficiency and effectiveness of the team. Establishes effective working relationships with external contacts as well as other internal departments.
- Accountable for program budget preparation, reporting, and resource allocations; monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Works closely with the Director to determine overall priorities and establish work plans.
- Makes recommendations to the Director regarding the design of corporate financial policies and procedures to ensure adequate internal controls are in place to protect the organization and satisfy external audit requirements.
- Participates in planning and managing corporate reporting initiatives and contributes to meeting the strategic goals and objectives of the department and the organization.
- Performs other related duties as required.

To be successful, you have:

- 7 years of progressive related experience supplemented by a university degree in business administration, finance or commerce; or an equivalent combination of training and experience.
- Professional Accounting Designation (CPA, CA, CGA or CMA) is required.
- Considerable understanding and technical knowledge of the Canadian Public Sector Accounting Standards as well as accounting practices, procedures, internal controls, and reporting systems applicable to finance, auditing, accounting operations, and reporting functions.
- Considerable knowledge of and ability to interpret, explain, and apply the by-laws, regulations, statutes, policies and controls governing the operations of the Financial Services Department.

- Proven ability to prepare financial statements and statutory reports, lead external financial audits, and lead monthly and annual financial closing activities.
- Demonstrated ability to provide advice and guidance, identify risks and opportunities, and plan and execute on deliverables to meet statutory reporting requirements.
- Demonstrated ability to exercise tact and diplomacy, confidentiality, and discretion for sensitive matters. Sound ability to guide others on the same.
- Demonstrated ability to meet deadlines, achieve objectives, and manage multiple tasks and projects simultaneously.
- Sound ability to supervise, coach, train, and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and respond to changing priorities.
- Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives, and ensure the effective and efficient expenditure of program funds. Ability to interpret complex contractual language, tenders, and specifications, and make recommendations related to complex purchasing requirements for the program.
- Proven ability to use judgment to resolve complex problems with diverse implications and provide direction for critical and urgent matters. Ability to develop new procedures and plans to address problems and improve efficiencies considering the organization objective and culture as well as long-term implications of decisions and actions. Seeks to include staff in decisions that will impact them; works cooperatively to resolve differences of opinion.
- Excellent written and oral communication skills, including well developed report writing and presentation skills; ability to communicate complex technical requirements and implications to diverse audiences.
- Demonstrated ability to establish and maintain effective working relationships with internal and external contacts. Demonstrated initiative and proven ability to work cooperatively with others; ability to effectively deal with disagreements to prevent the escalation of conflict.
- Proficiency using Microsoft Office programs including Word, Excel, and Outlook.
- Valid BC Class 5 Driver's License

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application This posting is open filled.