



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Financial Services Department is currently seeking a:*

Program Manager, Process Improvements & Projects (Full-Time Regular)

DUTIES:

Manages and coordinates the activities of the Process Improvements and Projects function, ensuring appropriate policies, processes and procedures are in place to support the success of Financial Planning and Operations. Works as a technical/specialist resource and provides strategic leadership, technical oversight and coordination support for Financial Planning and Operations programs and projects.

Supports, leads and conducts complex financial investigations and analysis. Develops and implements recommendations as a result of analysis. Researches and recommends changes to financial processes and business work flows and procedures, considering risk and financial implications of alternatives. Assists with change management and communication aspects of process change and development, including implementation of and upgrades to new financial systems and new financial reporting within Finance.

Responsible for researching and developing best practices in relations to Continuous Improvement, Accounting and Auditing, Quality Control, Value-added Reporting and Information, and Change Management support for Finance Operations and Systems, Budgets, Business Support and Analysis, and Financial Planning and Policy. Works with various programs to establish best practice guidelines for budget policy and reporting.

Supports Finance Operations and Systems with high-profile and high-impact financial systems research, development, implementation and upgrades, with respect to systems and business processes. Supports Budgets, Business Support and Analysis Division with developing, implementing, monitoring and revising Client Service Agreements and Menu of Options.

Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Prepares and monitors project budgets and contributes to the preparation of long range program and divisional plans.

Develops, establishes and reviews Key Performance Indicators/Benchmarking for ongoing financial monitoring and measurement, and a related client feedback program and associated reporting. Prepares a range of material including reports and recommendations and may prepare and deliver formal presentations to various internal and external audiences.

Oversees the work of the Internal Audit and the Continuous Improvements function and staff. Hires, manages and supervises staff, monitoring performance towards division, department and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce, considers succession planning and encourages staff to pursue opportunities that complement their skills and experience. Resolves technical and relational issues staff encounter while doing their work.

Liases with internal and external contacts, manages cross-functional relationships and represents Metro Vancouver Finance, as required. Prepares and presents a range of materials including reports, recommendations and formal presentations. May deliver formal presentations to various audiences, including internal leadership, MVRD Board and Committees and other orders of government.

Performs other related duties as required.

REQUIREMENTS:

Bachelor's Degree in a relevant area such as Finance or Business Management. 8-10 years of relevant experience; or an equivalent combination of training and experience.

Chartered Professional Accountant designation is required.

Extensive technical expertise and knowledge of managing and advancing process improvements on behalf of a Finance department. Demonstrated ability to research and develop best practices guidelines for financial planning and financial reporting.

Demonstrated ability to support, lead and conduct complex financial investigations and analysis and develop and implement recommendations based on analysis.

Ability to work under broad direction and use independent judgment to provide advice on issues of consequence for the organization.

Superior oral and written communication skills, including the ability to effectively listen, persuade others, and resolve complex problems using a high degree of independent judgment. Handles politically charged situations adeptly and smoothly. Superior business writing skills including the ability to write memos and reports. Exceptional attention to detail and demonstrates flexibility to adjust to changing circumstances.

Ability to build and maintain effective working relationships with internal and external contacts. Skilled in dealing openly, tactfully and sensitively in a variety of situations. Ability to establish clear expectations and effectively resolve differences; strong ability to prevent the escalation of conflict. Advanced understanding of change management principles and practices.

Ability to meet timelines and objectives under considerable pressure and constraints; demonstrates persistence in overcoming obstacles. Demonstrated ability to identify areas of opportunity or risk and propose solutions to resolve issues in the best interest of the organization; understands and evaluates the diverse impacts of decisions. Good understanding of business analysis and expertise in systems thinking as well as an ability to facilitate decision making with a diverse set of stakeholders. Ability to analyze, interpret and advise on complex issues where considerable variation in interpretation is possible.

Demonstrated supervisory and managerial skills.

Proficiency using Microsoft Office programs including Word, Excel and Outlook.

Valid BC Class 5 Driver's License.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by August 1, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.