



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 Housing Department is currently seeking a:*

Program Manager, Housing Operations Finance **(Full-Time Regular)**

DUTIES:

Leads the activities of the Housing Operations Finance function. Ensures appropriate policies, processes and procedures are in place to ensure sufficient revenues are generated and effectively managed, expenditures are appropriately tracked and analyzed, mortgages are effectively managed, and accepted accounting principles and requirements of various operating Agreements are adhered to.

Accountable for budget preparation, reporting and resource allocations; monitors and controls spending ensuring effective and efficient expenditure of funds. Works closely with the Director to determine priorities and contributes to the preparation of long range strategic and financial plans of the division and the department.

Provides strategic leadership, technical oversight and coordination support for Housing Operations Finance programs and projects. Provides input and advice to Director, Housing Operations and Housing Operations Leadership regarding significant housing operations finance issues related to revenue generation and subsidy administration, financial planning for capital needs and overall financial sustainability for the MVHC.

Develops, establishes and reviews key performance indicators and benchmarks for ongoing operations financial monitoring and measurement, feedback and associated reporting.

Conducts scenario analysis on operations expenditures; works with Supervisor, Housing Maintenance and Capital Planning to provide recommendations to senior leadership to support a significant capital asset plan and ongoing operational needs. Develops alternative short and long term operational and capital maintenance strategies, considering financial implications and risk of alternatives.

Directs the work and supervises Accounts Payable, Tenant Accounts Receivable and Rental Assistance/Subsidy, and provides advice and guidance for financial queries from staff and tenant-related finance issues as required.

Represents MVHC as required. Establishes effective working relationships with internal departments and external agencies and organizations such as BC Housing and other non-profit contract housing operators to ensure existing agreements are adhered to. Works with external organizations to improve efficiency and administration, reviewing, recommending and negotiating changes to existing agreements. Upholds Metro Vancouver's reputation through positive and forthright dealings and anticipates reactions and outcomes allowing for the preparation of responses to inquiries.

In coordination with the Metro Vancouver Finance department, oversees monthly and financial reporting and analysis, annual reporting and audit as required by Metro Vancouver or by Statute and financial reporting and analysis required under various operating agreements. Provides support and direction to the Housing Financial Analyst, as required.

Prepares a range of material including financial reports, policy direction and recommendations and delivers formal presentations for various audiences, including internal leadership, MVHC and MVRD Board, interagency partners and other orders of government at the request of the Director, Housing Operations.

Hires, supervises, directs and develops staff monitoring performance towards division, department and corporate objectives; ensures adherence to collective agreements and corporate policies and provides feedback regarding development and performance expectations. 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 and acts as a resource to resolve complex technical, operational or interpersonal issues they encounter while doing their work. Ensures common understanding of long term goals and contributes to the strategic planning initiatives of the division and department.

Performs other related duties as required.

REQUIREMENTS:

7 years of recent, related experience supplemented by a university degree in a relevant area; or an equivalent combination of training and experience.

Professional Accountant designation (CPA, CMA, CGA or CA).

Considerable technical expertise and demonstrated ability related to the management and oversight of financial aspects of a complex non-profit corporation such as MVHC.

Sound budgeting and financial management skills. Considerable knowledge and expertise in the analysis of financial decisions, budgeting and long term financial planning in a local government or associated public sector environment. Ability to monitor budget, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.

Excellent written and oral communication skills including well developed writing skills; ability to communicate complex technical requirements and implications to diverse audiences.

Demonstrated ability to build and maintain effective working relationships. Skill in dealing openly, tactfully and sensitively in a variety of situations. Demonstrated ability to deal effectively with highly charged political situations.

Proven ability to use judgment to resolve complex problems; ability to develop new procedures and plans to address problems considering the long-term implications of decisions and actions. Seeks to include staff in decisions that will impact them; works cooperatively to resolve differences of opinion.

Ability to manage a complex portfolio of work while establishing ambitious and challenging goals; demonstrates persistence in overcoming obstacles.

Sound ability to supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports.

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

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 September 28, 2017.

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