



Position Title: Program Manager, Treasury & Cash Management

Position Status: Full-Time Temporary (This position to last not later than April 30, 2027)

Department: Financial Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Management / Leadership, Level M3B (\$5,317.15 - \$6,255.30 bi-weekly)

Our Financial Services Department is seeking a Program Manager, Treasury & Cash Management who will have a pivotal role in supporting the organization's cash management and borrowing strategies. The role will provide leadership and guidance to a dedicated team and manage and make decisions regarding cash management, investments, borrowing and banking.

You are: An energetic and driven accounting professional with experience managing and leading Treasury, accounts payable and receivable functions. You are a strategic thinker and a team player who can work collaboratively and engage stakeholders to effect changes.

The Program Manager, Treasury & Cash Management reports to the Director, Financial Operations.

This role:

- Manages the daily operations of Metro Vancouver's Treasury and makes decisions regarding investments, borrowing and banking.
- Contributes to managing cash flow requirements and investments; approves and or executes the release of funds for payment; prepares and reviews cash forecasts and identifies issues and opportunities. Executes trades; reviews cheques, electronic fund transfers, and wire requests; controls costs and ensures cash availability. Makes decisions in accordance with the objectives of the Board Investment Policy and keeps the Director informed of all pertinent information.
- Contributes to managing operational processes for payment, revenue controls and related processes and makes recommendations for improvements to minimize risks and improve customer service. Works collaboratively with the Director to ensure processes are effective, efficient and compliant with policy. Prepares reports and presentation materials on investment matters for the Board and committees. Serves as the representative for

Metro Vancouver to financial/investment community and other stakeholders including member municipalities, banks, lenders, BC Housing and Municipal Finance Authority (MFA) on investment and other Treasury matters.

- Oversees the billing, revenue and collection functions of Metro Vancouver. Determines strategy for issuing commercial credit for customers and collection. Completes monthly and periodic accounts receivable and collection analysis and provides information to the various billing components of Metro Vancouver. Works with delinquent credit customers to resolve overdue accounts in a timely and cost effective manner. Works with Legal where necessary to pursue legal actions on delinquent accounts. Initiates improvements to processes and systems for revenue and receivables and managing external customers. Works to improve revenue controls and the integrity of revenue data in the Finance ERP system. Coordinates miscellaneous corporate revenue initiatives including grants and partnership opportunities as appropriate.
- Makes recommendations for adjustments to the credit application process and for improvements to the processes for managing external customers and providing revenue and receivable information to internal clients. Develops, negotiates and manages bank and brokerage relationships to implement new technology, improve service and minimize related costs. Provides direction and support to staff in implementing new processes and liaises with other finance groups on related matters.
- Responsible for managing a growing debt portfolio. Formulates and implements strategy for effective debt management by reviewing debt financing options, analyzing impact, providing recommendations to senior management and procuring new debt. Provides general oversight to all borrowing incurred by the region and member municipalities by assessing debt capacity and affordability for each borrowing request. Conducts research and makes decisions on interest rates and other factors impacting cost of borrowing and internal rate of return.
- Develops investment strategies based on economic conditions and outlook. Contributes to analyzing the performance and components of the corporate investment portfolio and compiles periodic reports. Conducts research and monitors economic and financial market conditions and compiles and summarizes pertinent research. Makes recommendations for maximizing the return on investments while complying with policy requirements for sufficient liquidity and preservation of capital.
- Manages and reviews vendor payments and establishes financial procedures to ensure adequate internal controls; makes recommendations for system and process improvements.
- 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. Contributes to the preparation of long range strategic and financial plans of the division and department.
- Hires, supervises, directs and develops staff, monitoring performance towards division, department, and corporate objectives. Ensures adherence 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 among staff to transfer knowledge and experience and increase the efficiency and effectiveness of the team. May be a resource to the Metro Vancouver Board, committees, and municipal councils for presentations and questions related to financial reports or other areas of work.
- Keeps current on applicable laws, statutes and acts associated with scope of responsibilities.

- Performs other related duties as required.

To be successful, you have:

- 7 years of recent, related experience supplemented by a university degree in a relevant discipline such as business administration, or commerce; or an equivalent combination of training and experience.
- Professional Accounting Designation (CA, CGA, CMA or CPA) is required, or equivalency.
- Completion of the Canadian Securities Course, or equivalent is an asset.
- Sound and demonstrated knowledge of the principles, practices, procedures and systems applicable to finance, accounting, auditing and related financial operations. Sound knowledge of accounting and the collection of outstanding receivables. Sound knowledge of commercial credit processes and strategies for addressing delinquent accounts. Sound knowledge of cash flow forecasting and analysis.
- Considerable knowledge of and ability to interpret and apply by-laws, regulations, statutes, policies and controls governing Metro Vancouver's financial operations.
- Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of funds.
- Proven ability to use judgement 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 long-term implications of decisions and actions. Seeks to include staff in decisions that will impact them; works cooperatively to resolve differences of opinion.
- Sound ability to supervise, coach and guide others while enhancing individual team effectiveness. Ability to mentor and foster the development of direct reports and respond to changing priorities.
- 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 and to effectively deal with disagreements to prevent the escalation of conflict.
- Demonstrated ability to exercise tact and diplomacy, confidentiality and discretion for sensitive matters. Sound ability to guide others on the same.
- Practical knowledge of complex Enterprise Resource Planning solution (ERP) such as UNIT4 or other similar systems.
- 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@metrovancover.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 by June 9, 2025.