

Exempt Job Posting



Job Title: **Senior Manager, Real Estate Finance**
Job ID: 20210192
Location: Lower Mainland
Full/Part Time: Full-Time
Regular/Temporary Regular

Division

Finance and Corporate Services

Department

Corporate Finance

Responsibilities

PRIMARY PURPOSE

Manages strategic financial planning, reporting and accounting services in support of TransLink Real Estate Division, including budgeting, financial modeling, reporting, financial performance metrics, and oversight of accounts receivable, accounts payable, monthly, quarterly and year-end closing and reporting. As a member of the Finance Management team, contributes to the development of the enterprise long-range financial plans, projections, forecast trends and accomplishment of departmental objectives.

- Supports the Vice President, Real Estate, Commercial Strategy & Innovation and Director, Corporate Finance through delivery of strategic financial information upon which organizational planning, project acquisitions and development planning decisions for the TransLink Real Estate Division are based. Supports all financial aspects of the short and long-term capital planning related to TransLink's Revolving Land Fund and Real Estate development projects, and analysis and reporting processes for the Real Estate Division. Oversees consolidation of departmental, divisional and corporate budgets; develops divisional budget submissions for review and manages preparation of divisional operating budget package for approval by TransLink Executive and the Board of Directors.

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- In partnership with Financial Planning & Analysis team, manages the operating budget for the Real Estate Division, provides budgeting guidelines and guidance to line management on the budgeting and financial planning process; provides recommendations to senior management on divisional budget strategy, standards, policies and processes.
- Provides senior level advice to the Corporate Finance team on financial accounting, asset valuation, cost capitalization and accounting standards interpretation; ensures maintenance and control of efficient processes and systems to provide accurate and timely reporting.
- Ensures alignment with enterprise financial standards, policies and processes; and also ensures compliance with regulatory and other related requirements.
- Develops and maintains financial models to forecast and analyze financial performance, and supports strategic decisions impacting the business, including evaluation of specific acquisitions and development projects. Manages asset portfolio and divisional financial performance monitoring through the analysis, review and reporting of related performance metrics. Works with management to establish financial targets for metrics and measures; collects, analyses and reports on results.
- Prepares and presents divisional financial plans, projections and forecast trends as part of the enterprise long range planning process. Leads content development of long-range plans, identifying various cost drivers and relevant economic factors for the plan time-period. Provides input into the enterprise Investment Plan.
- Oversees execution of monthly financial variance reports and analyses of expenses and variances from budget/forecast; reports variances and alerts senior management of critical issues as they emerge. Oversees monthly contracted service provider payment process and provides support to the contract services team with financial analysis, modeling, budgeting, forecasting and reporting. Develops effective reporting and variance analyses to ensure departmental accountability and financial controls are in place.
- Participates in the preparation of reports to the Executive Real Estate Steering Committee, the Board of Directors and Mayors' Council. Represents the Vice President, Real Estate, Commercial Strategy & Innovation and Director, Corporate Finance on high priority TL Enterprise Steering Committees. Actively participates as a member of TransLink's Senior Management Team and contributes to the strategic direction of TransLink. Actively participates in Real Estate governance processes.
- Ensures development, review and revision of accounting and finance policies and procedures as they pertain to Real Estate; verifies and approves changes to account codes, department and cost centers, the recording of transactions and cost structure hierarchies required to produce operational reporting. Ensures the necessary financial controls are in place to identify and mitigate risks, and also to leverage opportunities for areas of accountability. Ensures the Vice

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President, Real Estate, Commercial Strategy & Innovation and Director, Corporate Finance are alerted to critical issues as they emerge. KEY

- Builds and maintains relationships with finance teams and other stakeholders within the enterprise to discuss and resolve enterprise wide financial planning and reporting issues and provides input to various committees and task forces.
- Manages reporting staff, including hiring, training, development, coaching, performance management, and all other people management practices.

Qualifications

EDUCATION & EXPERIENCE

The requirements for this job are acquired through completion of an undergraduate degree in finance, with achievement of an accounting professional designation (CPA or equivalent acceptable designation), plus eight (8) years of related, progressively responsible experience in the real estate and finance industry.

OTHER REQUIREMENTS

- Advanced knowledge of Generally Accepted Accounting Principles (GAAP), and the relevant acts and regulations
- Advanced knowledge of the concepts, principles, practices and techniques pertaining to all aspects of corporate financial planning, forecasting, analysis and reporting, particularly related to the real estate industry, including development, asset management and project finance
- Advanced analytical skills to manage delivery of complex financial analysis and reporting
- Advanced financial modelling skills
- Expert strategic planning skills, with ability to manage strategic financial planning processes, including development/consolidation of short and long term financial and budget planning
- Solid interpersonal and communication skills to provide financial expertise and guidance pertaining to planning, analysis and reporting
- Advanced writing skills for required reporting
- Advanced problem-solving and decision-making skills to identify, mitigate and resolve risks, gaps and issues in areas of accountability

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Work Schedule

37.5 hours per week.

Rate of Pay

Starting at: \$115,526 per annum

How to Apply

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one PDF document prior to uploading your application on-line via Indeed. If you are a current employee of TransLink, Coast Mountain Bus Company, BC Rapid Transit Company, or Transit Police, please apply internally. **RECRUITMENT PROCESS:** An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills and perspectives.

Total Compensation

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.