

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 234 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



**JOB TITLE:** COORDINATOR, FINANCIAL - ZERO EMISSION MOBILITY

**DEPARTMENT:** TRANSIT

**POSTING NUMBER:** 105159

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 35 hour workweek

**LOCATION:** Hybrid Model – when working onsite, you will report to the location of Transit Sandalwood Facility or Transit Clark Facility.

**SALARY GRADE:** 5

**HIRING SALARY RANGE:** \$82,748.00 - \$93,092.00 per annum

**MAXIMUM OF SALARY RANGE:** \$103,435.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** December 5, 2022

**CLOSING DATE:** December 16, 2022

## **AREA OF RESPONSIBILITY:**

Reporting to the Supervisor, Transit Capital & External Funding, the Financial Coordinator, Zero Emission Mobility, is responsible for coordinating financial aspects of Brampton Transit's Zero Emission Mobility program, including all current and capital budgets and related reporting. This position also coordinates all financial obligations required under various current and future zero emission mobility funding and financing programs in compliance with any existing and future Municipal, Regional, Provincial, Federal requirements. This role may be involved in confidential projects and may have access to privileged information.

### **1. Financial Coordination – Zero Emission Mobility Program**

- Coordinate, facilitate, and/or lead the financial requirements of Transit's zero emission mobility programs and strategic projects to advance Council's strategic priorities and vision.
- Lead and/or participate on financial cross-divisional project teams within the City, Region of Peel and others as required to implement approved projects and administer the City's contractual obligations.
- Coordinate the financial aspects of existing and future funding and financing programs, including but not limited to, Canada Infrastructure Bank, Investing in Canada Infrastructure

Program, Zero Emission Transit Fund, Electric Vehicle Infrastructure Demonstration and Energy Innovation Programs and the Permanent Transit Fund.

- Prepare regional, provincial, federal financing requirements (e.g. Agreements, Drawdowns, Certificates, Payment Notices, etc.).
- Provide strategic analysis and record keeping, as well as coordinate financial administrative matters.
- Responsible for developing and maintaining all financial reporting and key performance indicators related to the zero emission mobility program.
- Ensure internal and external resources are utilized in a timely and cost efficient manner to meet Council objectives for zero emission mobility capital program delivery.
- Work with internal and external auditors during interim and year-end financial audits and various government audits. Ensure adherence to Corporate Policies and Procedures, Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB) guidelines, ATU Collective Agreements, as well as Federal and Provincial Legislation in all financial matters.
- Provide support regarding procurement/purchasing within the zero emission mobility program.
- Provide support to the Supervisor on corporate wide initiatives, as required.
- Work with internal staff, external consultants, government agencies and strategic partners to successfully achieve the term of council priorities and vision.
- Participate in the preparation of competitive documents (RFQs, Tenders, RFPs), selection processes and retains and manages external consultants on finance-related internal and interagency capital works process improvement projects and studies.
- Responsible for zero emission mobility program payments and internal controls.

## **2. Customer Service**

- Provide financial subject matter expertise in relation to zero emission mobility projects.
- Provide excellent customer service to internal and external stakeholders.
- Provide analysis, support and feedback to the City programs, portfolios, divisions and departments related to the planning and delivery of zero emission mobility program and projects.
- Build and maintain effective relationships with cross-functional departments, teams and management to support coordination and ensure a thorough understanding of zero emission programming needs.
- Develop a strong working relationship with key internal and external stakeholders and organize financial information to ensure the successful delivery of strategic projects within the zero emission mobility program.

## **3. Communication and Reporting**

- Create and maintain documentation and ensure necessary sign-offs and approvals.
- Compile data and coordinate survey response requests from external agencies such as Canadian Urban Transit Association, American Public Transit Association, Canadian Urban Transit Research Innovation Consortium, Ontario Public Transit Association and Statistics Canada.
- Prepare presentations, reports, and ad hoc information requests that include measurement of progress against set financial key performance indicators, goals, and objectives.
- Support financial performance objectives by contributing information and recommendations to strategic plans and reviews.
- Prepare and complete Council reports, financial plans and analyses, business cases, statistical analysis, and provide recommendations to Transit leadership team for consideration and approval.

#### **4. Corporate Contribution**

- Conduct research using internal and external resources to gain insight of market trends, current programs, processes and practices to support management and recommend ways to improve business processes, service solutions and best practices.
- Maintain knowledge of collective agreements, City policies and practices, legislation, regulations and Standard Operating Procedures (SOPs).
- Participate in business and other reviews to improve service delivery.

#### **5. Financial Accountability**

- Ensure effective use of resources to meet corporate policies and zero emission mobility program obligations and guidelines.
- Prepare annual budgets, analyse variances and initiate corrective actions.
- Prepare monthly financial analysis and forecasting on current or capital budgets, as requested by staff, related to the zero emission mobility program.
- Prepare quarterly capital project status updates and operating forecasts related to the zero emission mobility program.
- Work with Program/Project Managers to facilitate the preparation, evaluation, recommendation and administration of Capital Budget requests and all related reporting.
- Prepare financial analysis and forecasting on ad hoc projects as requested by internal and external staff.

#### **6. Teamwork and Cooperation**

- Facilitate financial project coordination and team meetings as required to meet operational needs.
- Ensure that all financial project objectives are understood by all stakeholders and drive project teams towards common goal.
- Foster and maintain cooperative working relationships within and external to the division.
- Work well within diverse groups in support of operational goals and objectives.
- Demonstrate corporate values at all times.
- Participate as a member of cross-functional team(s).

#### **SELECTION CRITERIA:**

##### **EDUCATION:**

- Post-secondary degree or diploma in Business-related field with specialization in Finance and/or Accounting, or an equivalent combination of education, training and related work experience.
- Professional accounting designation or enrolment in same would be an asset;

##### **REQUIRED EXPERIENCE:**

- Minimum 3 years progressive financial reporting and/or management accounting experience, in a mid-size and/or large complex organization. Experience in both public sector and/or unionized environments, ideally in the public transportation industry are considered assets.

##### **OTHER SKILLS AND ASSETS:**

- Extensive experience in a municipal public transit environment or intergovernmental agencies would be considered an asset.
- Broad knowledge of municipal government (including Brampton Transit) and applicable legislation would be considered as assets.

- Knowledge of financial and project management skills and methodologies used to lead projects of medium to large complexity.
- Well-developed interpersonal skills with ability to foster trust, cooperation and collaboration and inspire others to persist and strive for excellence.
- Ability to identify business needs, initiate and coordinate financial resource requests.
- Solid customer service and people management skills; interface with internal and external customers to meet corporate service standards.
- Solid organizational skills; detail oriented, well organized able to coordinate activities and tasks meeting conflicting priorities and timelines.
- Exceptional time management skills.
- Ability to collaborate with various levels of staff.
- Computer proficiency in Microsoft office/software. Must have extensive knowledge of spreadsheet applications, databases, and reporting applications.
- Experience with PeopleSoft Financials and business intelligence applications (e.g. Microsoft BI) would be considered an asset.
- Excellent report writing and demonstrated track record in presenting to small and large groups.
- Good analytical skills for complex problem solving.
- Possess a valid Ontario Driver's License Class "G", and the use of a personal vehicle for travel to various work locations across the GTA when and as may be required.

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Alternate formats will be provided upon request.**

**Interview:** Our recruitment process will be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #105159 by December 16, 2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact [TalentAcquisition@brampton.ca](mailto:TalentAcquisition@brampton.ca) or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.*