

## Fare Program Analyst Job Number: 48235

Are you an individual who enjoys modelling and analysis while working collaboratively with various partners? Then this exciting opportunity is for you!

Working closely with external vendors and internal City of Edmonton staff, this position is responsible for fare modeling and forecasting, supporting the Arc system financial processes and supporting regional stakeholders participating in Arc.

With a focus on the City of Edmonton's Cultural Commitments to be Safe, Helpful, Accountable, Integrated and Excellent, you will:

- Perform modelling of transit fare scenarios using the transit fare model to advise and inform decisions related to the fare revenue budget and user fee schedule
- Adjust and maintain the transit fare model to ensure results are accurately calibrated to provide accurate forecasts
- Research and develop understanding of the relationship between fare offerings, price points and ridership behaviour. Incorporate findings into fare modelling and analysis
- Support development of briefing notes and Council reports related to the transit fare system, fare program options and price point considerations
- Identify and quantify cause and effect relationships between fare system elements
- Assess usage and performance of the Arc system, including product sale volumes, revenue performance and ridership. Develop reports for leadership to advise on system performance and trends
- Monitor and evaluate key ridership trends
- Provide strategic advice and support to business partners and regional stakeholders
- Calculate monthly regional revenue, expense allocations and operating payments to service providers
- Measure and report key financial service level agreement data as they relate to the Capital Project's Contract Change Proposals and impacts to operating payments
- Support and develop daily, monthly and yearly financial processes including reconciliations, cash control and related journal entries
- Test and assess functionality of financial software and processes within the Arc ecosystem for accuracy, reliability and efficiency and make recommendations for improvements
- Ensure cooperation between regional stakeholders by providing financial support and advice
- Ensure deliverables amongst regional partners and suppliers aligns with contractual obligations and amendments
- Other related duties as required

### Qualifications:

- Bachelor's Degree (or higher) in Economics, Commerce, Business Administration, Management, Accounting or Finance. Completion of Master of Business Administration (MBA) would be an asset
- Professional accounting designation (CPA, CA, CMA, CGA) would be an asset
- A minimum of four (4) years of progressively responsible experience in business planning, budget development, financial reporting, performance measurement, process improvement and project management
- Advanced knowledge and skills in strategic and business planning, and business process management
- Ability to develop and interpret complex data and predictive modelling
- Ability to report and visualize different types of quantitative information in an accessible way tailored to a target audience of senior decision makers
- Knowledge and understanding of financial statistical analysis and financial modelling
- Knowledge of financial business intelligence standardized reporting and financial analytics, including data mining techniques would be an asset
- Expert knowledge of MS Office and business software such as COBS, SAP, PeopleSoft, Microsoft Office tools (Word, Excel, Project, Access, Visio), and Google Applications
- Highly developed analytic skills and mathematical aptitude
- Understanding of factors influencing customer behaviour and relationship with product pricing
- Demonstrated ability to effectively analyze problems, make decisions and formulate recommendations
- Strong leadership skills with proven ability to build and maintain relationships
- Demonstrated ability and willingness to develop strong relationships and work in a collaborative, integrated manner
- Excellent communication, interpersonal and customer service skills
- Experience in both private and public sector environments would be an asset
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)
- Applicants may be tested

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact [Employment@edmonton.ca](mailto:Employment@edmonton.ca)

### **Up to 1 permanent full-time position**

**Hours of Work:** 33.75 hours per week, Monday - Friday

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

**Salary:** \$45,846 - \$57,931 (Hourly) \$80,769.190 - \$102,059.940 (Annually)

**Talent Acquisition Consultant:** SL/SG

**Classification Title:** Methods Analyst II

**Posting Date:** Dec 5, 2023

**Closing Date:** Dec 19, 2023 11:59:00 PM (MST)

**Number of Openings (up to):** 1 - Permanent Full-time

**Union :** CSU 52

**Department:** Edmonton Transit Service

**Work Location(s):** 15th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

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