



Region of Waterloo

## Career Opportunity

The Region of Waterloo is currently recruiting for a:  
**Manager, Finance & Administration (Transit)**

**Job Number:** 1636

**Job Type:** Full-Time

**Location:** On-site at Grand River Transit, 250 Strasburg Rd., Kitchener, ON

**Job Category:** Transportation

**Number of Positions:** 1

**Department:** Finance and Administration Services (Transit Services)

**Division:** Transportation Services

**Hours of Work:** 35

**Posting Date:** September 12, 2024

**Grade:** Management/Management Support Grade 07

**Salary Range:** \$99,881.60-\$124,852.00 annually

### About Us!

The Region of Waterloo is a thriving, diverse community committed to fostering opportunities for current and future generations. Home to over 674,000 residents and expected to grow to nearly one million by 2051. Guided by our [2023-2027 Strategic Plan](#), "Growing with Care," we focus on equity, inclusion, and sustainability. Our mission is to provide essential services that enhance the quality of life for all residents, while our core values emphasize caring for people and the land we share. Join us and be part of a team dedicated to making a meaningful difference in our community.

Dish with One Spoon Wampum:

Waterloo Region is part of the Dish with One Spoon wampum, a treaty guiding our commitment to:

- Recognizing our shared humanity and land
- Taking only what we need
- Leaving some for others
- Keeping the dish clean

This agreement underpins our vision, mission, and core values, and reinforces our dedication to meaningful reconciliation and equity.

### The Role

Manages administrative services and coordinates financial functions for the Division, including developing and monitoring the budget; developing operational/financial benchmarks and information tracking systems. Manages time/attendance management (for payroll), office processes, and records management.

## **Duties/Responsibilities**

- Supervises Finance & Administrative Assistants, Administrative Supervisors, Accounting Assistant and a Coordinator of Business Process Review. Indirectly supervises additional staff. Administers contracts with suppliers, contractors, and consultants.
- Leads administrative team meetings, prepares agendas, and advises on policies, procedures, and initiatives.
- Manages administrative support services for the Division. Ensures the efficient use of fiscal/human resources.
- Coordinates the preparation of base operating and capital budgets, for Director's review and approval. Prepares initial budgets; reviews and revises per corporate decisions. Prepares information for budget presentations. Monitors monthly actual expenditures and revenues against approved budgets. Works with other managers to identify variances and develop plans for response.
- Develops performance benchmarks and tracking systems, in conjunction with other managers. Coordinates preparation of annual data report for transit operations to transit associations.
- Manages the Division's financial processes including charter billing, working with Finance to ensure provincial subsidy is processed, and maintains computer applications. Liaises with Payroll on time and attendance data input to the system by the Team.
- Develops financial and administrative policies in consultation with the Director and other managers. Reviews, evaluates, and recommends improvements to administrative procedures, processes, functions, and systems. Recommends administrative policies and services to meet long range goals.
- Completes financial review/audits and recommends improvements for current/proposed divisional programs/services. Develops, implements, maintains, and makes recommendations on performance measures. Provides justification on year to year variations on same.
- Manages cash revenue rooms. Develops and monitors effective, secure cash and fare media control procedures.
- Participates in strategic planning and decision-making, providing finance-related expertise for priority setting and Committee reporting.
- Manages the performance development program. Ensures performance development and improvement forms are completed and filed.

- Manages processing of invoices from vendors and customers. Reviews cash reports for Finance for accuracy and acts on discrepancies. Follows up with customers (fare agents), as required.
- Represents the Division on committees and project groups for policy development, corporate administrative and information system issues.
- Administers the Division's Administration budget. Has signing authority for invoices, cheque and purchase requisitions. Establishes budget controls. Coordinates development of the capital budget and operating budget. Maintains fleet inventory list and reserve fund. Establishes/maintains computer inventory, replacement strategy, and reserve fund.
- Collaborates with internal auditor to develop procedures to ensure revenue safekeeping.
- Communicates with vendors, consultants, and government agencies as the financial and administrative contact for the Division. Works with contractors on administrative and financial matters. Responds to questions from the public, CUTA, and other transit operators. Negotiates contracts with vendors (e.g., revenue transport, confidential shredding, cash room equipment).
- Performs related duties as required.

### **Knowledge, Skills, and Abilities**

- Knowledge of financial and management accounting principles, labour relations, and administrative policies and procedures, normally acquired through a Bachelor's degree in a related field (e.g., business administration, accounting, economics, mathematics), plus progressively responsible related experience. Must have a professional accounting designation (CPA).
- Knowledge of capital financing, and revenue/expenditure forecasting.
- Knowledge of and ability to comply with policies, procedures, by-laws, collective agreements, related legislation (e.g., labour relations, Highway Traffic Act, employment standards, health and safety), and generally accepted accounting principles.
- Analytical, organizational, problem solving, and continuous improvement skills to interpret and assess financial reports and administrative issues; determine actions and recommendations for policy and program improvements; develop financial models; research and organize information; deal with conflicting demands and interests; resolve problems and achieve objectives; and organize and prioritize own and others' work.
- Leadership, communication, and human relations skills to manage, train, develop, motivate and support staff; coordinate administrative support for other

divisional areas; explain complex issues and prepare and present budget and other reports to Committees and senior staff; and participate as an effective team member.

- Ability to read and interpret financial documents, contracts, policy and procedure manuals, legislation guidelines, memos, letters and reports. Ability to write specialized financial and administrative correspondence and reports; prepare budget justifications and variance analysis; and policies and procedures.
- Computer skills using software such as Microsoft Office, payroll/scheduling programs, and Finance and HR software.
- Must provide an acceptable Police Information Check (Level 2) for bondability.
- Ability to participate in an official standby/on-call rotation to respond to legislated or time sensitive demands beyond regularly scheduled work hours.
- Ability to travel within Waterloo Region.
- Ability to support and demonstrate the Region's values.

We invite applicants to apply online by following the link:

<https://careers.regionofwaterloo.ca/job-invite/1636/>

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. The Region of Waterloo invites applications from all qualified individuals. We are strongly committed to employment equity, diversity and inclusion in the workplace and encourage applications from Black, racialized/visible minorities, Indigenous/Aboriginal people, women, persons with disabilities, and 2SLGBTQIA+ persons.

The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs. Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number (519) 575-4400, TTY number (519-575-4608) to request an alternate format.

Please note: candidates will be provided an update on their application. Please check your spam or junk folder occasionally as some candidates have noticed our emails in those folders (Gmail and Hotmail in particular).