

1. Position No. TBA	2. Descriptive Working Title Cash Management Analyst		3. Present Classification AO IV
4. Branch Corporate Services	5. Department Finance	6. Proposed Classification	Date October 2020
7. Position No. of Supervisor 33026	8. Descriptive Work Title of Supervisor Assistant Comptroller		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

Reporting to the Assistant Comptroller, the Cash Management Analyst is responsible for preparing complex and comprehensive cash flow forecasts. He/she/they develops and implements cash flow forecasting process; handles daily cash balances and related borrowing needs to ensure sufficient funds are available to meet ongoing operational requirements.

11. Duties:

1. Cash Flow Forecast and Process Development

- Identifies business requirements for daily and long-term cash monitoring and forecasting related to all sources of cash inflows and outflows including those related to business operating, project development and capital renewal programming, contributions received from external sources (i.e. provincial/federal government, societies etc.);
- Partners with cross-functional teams across Finance and other departments and gathers data to improve long term cashflow forecast accuracy, investigate forecast variances to understand trends; conducts sensitivity analysis and adjust long term forecast based on updates to trends;
- Develops and maintains effective communication and internal controls for the cash management function, ensuring policies, procedures, processes and systems are current and reflect best practices, including development of tailored guide sheets for individual business areas that reflect their needs and requirements;
- Evaluates and implements solutions to streamline and automate current processes and reporting to reduce manual work and potential for errors;
- Conducts regular meetings and maintains good relationship with various internal stakeholders;
- Acts as subject matter expert and assists in the development of policies and guide sheets for implementation and training materials;
- Conducts training sessions to educate and train other business areas on cash flow forecast processes.

2. Long Term Cashflow Forecast

- In collaboration with the Budgeting Financial Analyst, updates prior month actuals and prepares Long Term cash flow forecasts based on BC Housing (BCH) and Provincial Rental Housing Corporation (PRHC) long term operating and construction plan;
- Provides recommendations to the Finance senior management team on maintaining the forecast / borrowing balance within the allowable limit;
- Provides long term cashflow quarterly update to Comptroller and Executive Director, Finance.

- Develops and maintains period and ad-hoc reporting packages for Senior Management as required.

3. Daily Cash Management and Rolling Cash Flow Forecast

- Monitors daily cash position and advises the bank for cash balance within current limitations;
- Tracks cash requests from other business areas and ensure adequate cash is in place;
- Requests new borrowing and provides monthly short-term borrowing projection to Ministry of Finance;
- Identifies cash availability for weekly cheque run;
- Analyses payments by category after each cheque run and updates rolling cashflow forecast;
- Prepares inter- bank account transfers and wire payments;
- Prepares various payment/receipt reports by request;
- Monitors Automatic Clearing House (ACH) daily limit and advises the Comptroller when daily limit increase is needed;
- Monitors and reconciles federal and provincial contributions to ensure timely and accurate cash inflow;
- Updates rolling cash flow forecast everyday with actual cash position, borrowing and projected cash movement;
- Applies updated mortgage takeout projection, construction spending forecast and related information from other Finance teams;
- Monitors and investigates variance between actual spending and forecasted cashflow and update with new projection;
- Provides weekly update on anticipated cash flow and loan balance of the Commission to the Comptroller, Executive Director, Finance.

4. Month-end Activities

- Prepares monthly monetary valuation on US bank account;
 - Reviews all job business units (BUs) created in prior month and requests setup update (PRHC work in progress and grant category);
 - Reviews PRHC Executive Committee submissions on a weekly basis and ensure BUs are setup correctly in the system;
 - Prepares journal entries (Ministry of Finance borrowing interest accrual, investments and self-insurance, etc);
 - Prepares monthly schedules (Ministry of Finance borrowing, sundry revenue and interest income, etc);
 - Analyses Construction Advance report and investigates in abnormal transactions.
5. In collaboration with the Comptroller and Assistant Comptroller, ensures timely completion of the year end audit, including but not limited to preparation of account reconciliations, confirmations, schedules and working papers.
6. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No.	2. Descriptive Working Title Cash Management Analyst	3. Present Classification AO IV
4. Education and Experience:		

- Completion of a bachelor degree in accounting, finance, or a relevant subject area and a minimum of 4 years progressively more complex and responsible work experience with cash flow forecast and/or modelling in a high volume computerized financial accounting environment, OR successful completion of the CPA designation and 2 years of experience with cash flow forecast and/or modelling in a high volume computerized financial accounting environment
- An equivalent combination of education, training and experience acceptable to the employer may be considered.

5. Knowledge and Skills:

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- In-depth knowledge and understanding of the principles and practices of accounting and financial administration
 - Strong analytical, investigative, conceptual thinking and problem-solving skills
 - Effective written and verbal communication and interpersonal skills
 - Strong organizational skills and ability to handle multiple tasks and work under tight deadlines with changing priorities
 - Ability to learn and understand the Commission's mandate, its operating/administrative requirements, and related business processes and practices
 - Ability to exercise good judgement and initiative, be results focused and make effective decisions
 - Ability to deal with clients with diplomacy and tact and provide accounting advice to staff with non-financial backgrounds
 - Ability to take initiative and work independent, as well as in a team setting
 - Proficient in the use of computer applications applicable to the work, including Excel

6. Occupational Certification:
