

## **PROPERTY ACQUISITIONS CONTROLS OFFICER (15 Month CONTRACT)**

**Metrolinx** is an agency of the Government of Ontario and its goal is to create a transportation network that enhances the prosperity, sustainability and quality of life for the Greater Toronto and Hamilton Area. It leads the planning in the region with its Regional Transportation Plan that guides the work and investments of the organization. It builds light transit, bus rapid transit and Regional Express Rail and operates GO Transit, UP Express and PRESTO.

Our Property Acquisitions team within the Program Management Group is seeking a Property Acquisitions Controls Officer to support closing and payment of property acquisitions, review and processing of approval memos, tracking of expenditures and variance reporting, financial analysis and budget control of property projects within the Capital Projects Group (“CPG”) of Metrolinx. The Property Acquisitions Controls Officer is primarily a closing and cost control specialist who will develop and coordinate the financial, contract and administrative functions of property acquisition projects and will report to the Manager, Property Acquisitions Controls.

### **Key Responsibilities:**

- Performs the Closing function when acquiring property to ensure timely transfer of funds in order for ownership to transfer to Metrolinx; ensuring proper supporting documentation is in place for both acquisitions and expropriations.
- Reviews and processes the CPG approval memo to meet CPG acquisition requirements, prior to acquisition of the property.
- Monitors the property-related vendor of record contracts and current spending to ensure compliance with the executed contract and expenditure parameters.
- Reviews and processes legal invoices for all closings to ensure accurate reporting of expenses for each project.
- Works closely with the property data management database (PETRA) to ensure information is updated, correct and properly reflected in all reporting.
- Regularly reviews acquisition policies and procedures to ensure timely, efficient and effective methods in closing property projects.
- Reviews and summarizes contracts, property legal documentation, the Expropriations Act and other relevant documentation pertinent to the acquisition.
- Regularly meets with Metrolinx Asset Management, the Corporate Real Estate department, and Finance to ensure a smooth transition and handover of property and files.
- Regularly communicates with Property Acquisition Officers and Property Acquisition Units from the various municipalities to ensure timely processing of closing requests.
- Develops, coordinates, and monitors the property accruals and budgets of the assigned portfolio of projects within Property Acquisitions in the Capital Projects Group.
- Works closely with the Project Management Office (PMO) for monthly reporting and tracking.
- Develops and administers capital budget requests, Board memos, and regular reports to the Board, Senior Management, and the Manager, Property Acquisition Controls.
- Develops and maintains project controls systems to manage key project financials (e.g. budget, forecast, actuals, variance, etc.)
- Develops and coordinates the 10-year Capital Program in conjunction with the Manager, Property Acquisitions Controls.
- Manages, identifies and assesses financial issues that could impact the delivery of property and advising on potential property delivery delays.
- Recommends good practices for financial control policies and procedures related to recording and reporting finance and delivery related information.
- Recommends contract improvements and/or advises on delivery initiatives; in addition recommends acquisition policies and procedures to ensure best practices related to the

recording and reporting of finance and delivery related information.

- Monitors monthly forecasts to ensure they are consistent with information in the capital project index

**Location:** 10 Bay Street, Toronto

**File Number:** PRO006K

**Qualifications:**

- Completion of a degree in Accounting, Business Administration, Commerce, Economics or related discipline – or a combination of education, training and experience deemed equivalent.
- Experience in real estate transactions or property accounting.
- A designated professional accountant (i.e. CPA, CMA) or equivalent would be an asset.
- Ability to draft business memorandums for senior management.
- Moderate to advanced ability in using Excel, Visio, and accounting systems in general.
- Minimum six (6) years' experience in project management, cost control, budget control, and/or management, preferably within a real estate organization, or transit infrastructure environment.
- Knowledge of budget, project schedule and forecasts, property closings, contract administration, negotiations, and developing terms and conditions.
- Experience with various procurement methods, both traditional and non-traditional (*especially AFP – Alternate Financing Procurement*)
- Project Management experience would be an asset
- Excellent oral, written and presentation skills are essential to generate reports and make presentations to Senior Management or equivalent level
- Experience in using systems, such as Primavera Contract Manager, Oracle Unifier, Hyperion, MS Project or similar

To apply for this position, please submit your resume online through the [Current Opportunities](#) page ([http://www.metrolinx.com/en/aboutus/careers/current\\_opportunities.aspx](http://www.metrolinx.com/en/aboutus/careers/current_opportunities.aspx)) on our website, no later than **July 12, 2019**.

Please note that applicants must be legally entitled to work in Canada.

Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Please be advised, Metrolinx 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. Please be advised that a Criminal Record Search may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted.**

**AN EQUAL OPPORTUNITY EMPLOYER**

[www.metrolinx.com](http://www.metrolinx.com)