

## **Manager of Finance/Deputy Chief Financial Officer**

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### **JOB SUMMARY:**

Reporting to the Chief Administrative Officer/Chief Financial Officer, the Manager of Finance/Deputy Chief Financial Officer oversees the District's financial and operational reporting and is responsible for ensuring that all finance and accounting functions are carried out in accordance with established policies, statutes, and accepted accounting practices and principles. The incumbent prepares the annual budget, administers the property taxation program, undertakes long term financial and asset management planning as well as reporting, coordinates effort in the delivery of District services, works with all municipal departments to improve the efficiency of the District's operations, including but not limited to purchasing and information technology, and performs other related duties as assigned.

### **KEY RESPONSIBILITIES:**

- Oversees and undertakes the District's purchasing, asset management, and information technology functions
- Maintains daily Finance Department transactions and operations, including internal controls, records, and systems while overseeing and assisting as required staff responsible for general accounting, property taxation, payroll, accounts payable, and accounts receivable
- Prepares the five-year financial plan, annual budget, property tax rates, year-end financial statements, supporting documentation, and working papers to the requirements of public sector accounting standards and other governing bodies
- Coordinates with external auditors as required to complete interim and year-end audits
- Manages cash flow requirements and invested surplus funds
- Performs financial analysis and provides recommendations on financial matters
- Coordinates and oversees development and control of the Finance Department's operational and capital budgets
- Develops and implements accounting, financial, and budget systems, policies, procedures, bylaws, and programs aimed at accomplishing approved financial, accounting, and budget objectives for the effective delivery of District services
- Liaises with other departments to ensure the coordinated, professional delivery of District services, programs, and projects
- Reviews financial reports and statements to ensure accuracy, integrity, and compliance with statutory requirements
- Prepares financial reports and statistics for outside agencies, regulatory bodies, and other levels of government

- Explains and interprets financial reports and information to staff, Council, and other stakeholders
- Prepares and presents reports to Council
- Maintains open and professional communications with all relevant governmental agencies, other municipal departments, and the public; and responds to finance-related inquiries, including property taxation
- Provides strategic leadership and performs statutory financial administrative functions in the absence of the Chief Financial Officer
- Oversees and undertakes a broad range of accounting functions, addressing matters of varying scope and complexity
- In conjunction with the Chief Administrative Officer/Chief Financial Officer, oversees Finance Department staff including recruiting, evaluation, performance management, and effective communication and motivation
- Participates in the District's Emergency Operations Centre and other emergency and disaster response operations activities as required.
- Performs other related duties as may be assigned

**REQUIRED EDUCATION, QUALIFICATIONS, AND EXPERIENCE:**

- Chartered Professional Accountant (CPA) designation
- Degree in Finance, Business Administration, Commerce, or related discipline
- Minimum five (5) years of progressively responsible accounting and finance experience, preferably in local government environment, with considerable knowledge of public sector accounting standards, finance, and budgeting practices
- Demonstrated ongoing professional development
- Minimum 2 years of supervisory experience
- Valid Class 5 BC Driver's License
- Access to a mobile phone to receive work-related authentication, security and system access requests
- An equivalent combination of education and experience may be considered

**CRITICAL ATTRIBUTES AND SKILLS:**

- Considerable expertise in local government financial services, developing and managing operating and capital budgets, and providing advice and direction to staff and elected officials
- Proven ability to implement standardized financial controls and systems and incorporate best practices

- Demonstrated knowledge of public sector accounting standards (PSAS) and relevant legislation (e.g. *Local Government Act* and *Community Charter*) pertaining to municipal finance
- Excellent professional communication (verbal and written), interpersonal, and customer service skills
- Demonstrated leadership and the ability to work within and foster a high-functioning and professional team
- Strong problem solving, conflict resolution, and negotiation skills
- The ability to establish and maintain positive working relationships with staff and elected officials and work effectively with external agencies and other levels of government
- A high level of integrity and ability to maintain professionalism, objectivity, confidentiality, tact, and diplomacy
- Demonstrated ability to work collaboratively, communicate effectively, and build positive relationships to achieve shared and mutually beneficial outcomes
- The ability to work both within a team and independently, manage a demanding workload, shift priorities, and effectively meet multiple deadlines
- Demonstrated exceptional attention to detail and high degree of accuracy in work performed
- Exceptional organizational abilities and proven time management techniques
- Demonstrated competency with a variety of computer software applications including word processing, spreadsheets, and financial management systems (including in an M365 environment)
- Successful completion of a Police Information Check