



JOB DUTIES

Job Title:	Director of Financial Services (Chief Financial Officer)	Affiliation:	Exempt
Direct Supervisor:	Chief Administrative Officer	Salary:	Under Review
Hours:	Full-time (As Per Employment Agreement)	Approval Date:	
File Reference:	07-2560-02		

Position Summary

Reporting to the Chief Administrative Officer (“CAO”), the Director of Financial Services is responsible for financial planning, statutory and compliance reporting and administration of the District’s financial affairs under the *Community Charter*. This position provides financial advice to the CAO, Council and staff on financial and economic matters relating to the long-term financial health of the municipality, asset management and long-term planning.

The Director of Financial Services is also responsible for complex duties which include, but are not limited to, preparing the annual financial statements and oversees the annual audit process; preparing the Five-Year Financial Plan; preparing the annual Property Tax Rate Bylaw and other related bylaws; preparing other annual municipal financial reports; preparing financial reports for internal and external distribution; preparing reports to Council; overall management of the Financial Services department staff.

Nature & Scope of Work

1. Ensures the accuracy and completeness of financial information, prepares annual financial statements and reports.
2. Maintains the financial reporting system and recommends processes and internal controls to preserve the integrity of financial data.
3. Develops, prepares and finalizes the Five-Year Financial Plan, in collaboration with Chief Administrative Officer, for consideration and approval of Council.
4. Responsible for monitoring approved budgets on an ongoing basis, advising the Chief Administrative Officer on the financial status of the District and providing advice on areas of concerns or opportunities that will influence operations of the District.
5. Prepare and interpret all financial statement and management reports of the District, ensure that departments are operating within budgets, and recommend program and policy changes as needed.
6. Brings to the attention of the Chief Administrative Officer or Council any unusual occurrence or circumstance that may give rise to the need for special treatment or documentation.
7. Overall management of Financial Services staff.
8. Assists all departments in developing annual and multi-year operating budgets and long-range capital plans.
9. Prepares reports to Council and Committees and attends Council meetings as required.
10. Researches best practices and develops policies and procedures.
11. Responsible for planning, implementation and improvement of budgeting processes and financial systems.
12. Provides strategic direction in support of the District’s Strategic Plan.
13. Oversees the external audit processes.
14. Ensures the integrity of the system of internal controls over the general ledger and financial systems.
15. Ensures the timely and accurate billing of property tax, utility tax, utility fees, and other District revenues.
16. Ensures the timely submission of all financial Statutory reports.
17. Performs other related work as required.

Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction.
2. Ability to establish and maintain effective working relationships with employees, municipal officials and members of the public.
3. Ability to maintain confidentiality and adhere to protection of privacy standards.
4. Knowledge of Freedom of Information and Protection of Privacy legislation.
5. Ability to work well under pressure and to a deadline.
6. Demonstrated ability to communicate in a professional manner both verbally and in writing.
7. Prior experience with presentation of complex financial reports to governance and management bodies.
8. Strong knowledge and application of Public Sector Accounting and Auditing Standards.
9. Strong working knowledge of Microsoft Office (Word, Excel, Outlook, etc.).
10. Working knowledge of Microsoft Dynamics or similar financial system.
11. Strong working knowledge of internal controls over financial systems.
12. Proven ability to manage and supervise staff.
13. Working knowledge of related municipal legislation, i.e. *Community Charter, Local Government Act*.
14. Working knowledge of District document management practices.
15. Working knowledge of the operations and functions of other District departments.
16. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
17. Ability to apply professional judgement.
18. Excellent organizational and teambuilding skills.
19. Excellent service to internal and external customers.
20. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training & Experience Requirements

1. Post-Secondary education in public or business administration, or a related discipline.
2. CPA accounting designation (includes CPA CA, CPA CMA, or CPA CGA).
3. Project Management Professional (PMP) certification would be considered an asset.
4. Minimum of eight (8) years progressive experience at a senior management level of municipal government or other public sector organization including at least three (3) years in a supervisory capacity.
5. Extensive knowledge of Public Sector accounting and auditing standards and principles.
6. In-depth knowledge of accounting systems within a government environment is preferred.
7. Experience automating financial services processes and procedures is highly desirable.
8. Experience researching, writing and presenting complex financial reports.
9. Experience with strong leadership, relationship building and communication skills.
10. Valid BC Class 5 Driver's Licence.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Norm McInnis
Chief Administrative Officer

Date