



JOB DESCRIPTION

Job Title: **Deputy Director of Financial Services**
Direct Supervisor: Director of Financial Services
Hours: Full-time
File Reference: 07-2560-02

Affiliation: Exempt
Salary: \$108,306/Yr
Revision Date: February 6, 2020

Position Summary

Reporting to the Director of Financial Services, the Deputy Director of Financial Services is responsible for a variety of complex duties. The duties include, but are not limited to, preparing the annual financial statements and coordinating the annual audit process; assisting with preparation of the Five Year Financial Plan; assisting with preparation of the annual Property Tax Rate Bylaw and other related bylaws; assisting with and preparation of other annual municipal financial reports; preparing financial reports for internal and external distribution; preparing reports to Council; managing the day-to-day operations of the Financial Services Department, including Information Technology, and front counter reception staff; ensuring purchasing is in accordance with District policies and best practices; management of Asset Management and stewardship over investment of surplus funds.

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. Manages the tangible capital asset system.
4. Oversees accounting functions including, but not limited to, accounts payable, accounts receivable, utility taxes, grants in lieu, cash receipts, payroll and bank accounts.
5. Brings to the attention of the Director of Financial Services any unusual occurrence or circumstance that may give rise to the need for special treatment or documentation.
6. Supervises Financial Services staff (includes accounting, payroll, IT and front counter reception staff).
7. Performs ongoing special projects assigned.
8. Assists all departments in developing annual and multi-year operating budgets and long-range capital plans.
9. Assist in the preparation of the Five Year Financial Plan and related budget presentations.
10. Prepares reports to Council and Committees.
11. Researches best practices and develops policies and procedures.
12. Assists in the planning, implementation and improvement of budgeting processes and financial systems.
13. Provides strategic direction in support of the District's Strategic Plan.
14. Manages the external audit processes.
15. Ensures the integrity of the system of internal controls over the general ledger and financial systems.
16. Ensures the timely and accurate billing of property tax, utility tax, utility fees, and other District revenues.
17. Ensures the timely submission of all financial Statutory reports.
18. 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. *Local Government Act, Community Charter*.
14. Working knowledge of adopted 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. CPA accounting designation (includes CPA CA, CPA CMA, or CPA CGA).
2. Minimum of three (3) years in a supervisory role in a government environment.
3. Minimum of five (5) years of progressive experience at a senior management level. Municipal government experience is preferred.
4. Extensive knowledge of Public Sector accounting and auditing standards and principles.
5. In-depth knowledge of accounting systems within a government environment is preferred.
6. Experience automating financial services processes and procedures is highly desirable.
7. Experience researching, writing and presenting complex financial reports.
8. 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