



JOB DESCRIPTION

Job Title: Deputy Director of Financial Services
Reports To: Director of Financial Services

Affiliation: EXMPT
Hours per Week: 35
Approval Date: February 5, 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 and 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 duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times and adhere to protection of privacy standards.
3. Ability to work well under pressure and to a deadline.
4. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
5. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
6. Thorough knowledge of business English.
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 internal controls over financial systems.
10. Proven ability to manage and supervise staff.
11. Thorough familiarity and proficiency with Microsoft Office Online, records management application, and land management application, and the ability to learn other software systems as required.
12. Working knowledge of adopted District document management practices.
13. Working knowledge of the operations and functions of other District departments.
14. Working knowledge of related municipal legislation, including *Local Government Act ("LGA")*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act ("FOIPPA")*.
15. Ability to apply professional judgement.
16. Strong interpersonal skills and written and verbal communication skills.
17. Excellent organizational and time management skills.
18. Excellent team building skills.

Training and Experience Requirements

1. A CPA accounting designation (includes CPA CA, CPA CMA, or CPA CGA).
2. A minimum of five (5) years of progressive experience at a senior management level.
3. A minimum of three (3) years in a supervisory role in a government environment.
4. Extensive knowledge of Public Sector accounting and auditing standards and principles.
5. Experience researching, writing, and presenting complex financial reports.
6. A valid Class 5 BC Driver's Licence and a current Drivers Abstract.
7. A satisfactory Criminal Record Check.

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:

Raechel Gray
Director of Financial Services

Date

Norm McInnis
Chief Administrative Officer

Date