



Deputy Director of Financial Services

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking, or sailing.

Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has an employment opportunity for a permanent Deputy Director of Financial Services position. 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.

To be considered for this role, applicants should have:

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

Additional consideration will be given to applicants with the following qualifications:

- Senior management level experience within a municipal government.
- In-depth knowledge of accounting systems within a government environment.
- Experience automating financial services processes and procedures.

This position is excluded from the bargaining unit. The 2021 salary for the Deputy Director of Financial Services is \$109,600/year, plus an excellent benefit package.

To view the full job description, please visit the employment page of our website at www.sooke.ca/employment.

Please indicate **2021-016 Deputy Director of Financial Services** in the subject of your email, and submit your detailed resume and cover letter, in PDF format, outlining your interest and experience for this opportunity to: hr-jobs@sooke.ca.

Closing date for receipt of applications is 9:00 p.m. on Sunday, September 19, 2021.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.