



JOB DESCRIPTION

Job Title:	Director of Financial Services (CFO)	Affiliation:	Exempt
Supervisor:	Chief Administrative Officer	Hours:	35 hours per week
Status:	Full Time Permanent	Salary Range:	\$152,117.42 - \$159,266.94
Position #:	3000	Competition #:	2024-012

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, overseeing 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 and Scope of Work

- Provides strategic guidance in alignment with the District’s Strategic Plan, conducts research on best practices, and develops relevant policies and procedures.
- Oversees external audit processes, ensures timely submission of financial statutory reports, and highlights any unusual occurrences or circumstances requiring special documentation or treatment to the Chief Administrative Officer or Council.
- Prepares and presents reports to Council and Committees, attends Council meetings as required, and collaborates closely with the Chief Administrative Officer on financial matters.
- Ensures accuracy, completeness, and timely preparation of financial statements, reports, and the Five-Year Financial Plan.
- Develops and interprets financial statements and management reports, guiding departments to operate within budgets and recommending program/policy changes.
- Monitors approved budgets, advises on the financial status of the District, assists departments in annual and multi-year budget development, and manages the timely and accurate billing of taxes and other revenues.
- Maintains and improves financial reporting systems, recommends internal controls, and ensures the integrity of internal controls over the general ledger and financial systems.
- Responsible for the planning, implementation, and improvement of budgeting processes and financial systems.
- Manages the Financial Services staff and performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

- Efficiently functions with limited direction and manages tasks under pressure and to deadlines.
- Establishes and maintains effective relationships with employees, officials, and the public while demonstrating excellent service to internal and external customers.

- Maintains confidentiality, adheres to privacy standards, and applies professional judgment in handling information.
- Possesses knowledge of Freedom of Information, Protection of Privacy legislation, and related municipal laws like Community Charter and Local Government Act.
- Proficiently communicates both verbally and in writing, with experience presenting complex financial reports to governance and management bodies.
- Capable of reading, interpreting, and presenting information effectively, including numerical data, and proficiently gathering and analyzing information.
- Demonstrates strong expertise in Public Sector Accounting, Auditing Standards, Microsoft Office, Dynamics financial systems, internal controls, team supervision, document management practices, and understanding of District operations and functions.
- Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment, coupled with strong interpersonal skills and excellent written and verbal communication skills, as well as exceptional team-building abilities.

Training and Experience Requirements

- Post-secondary education in public/business administration or a related discipline, coupled with a CPA accounting designation (CPA CA, CPA CMA, or CPA CGA).
- Minimum of 8 years progressive experience in senior management within municipal government or public sector, including 3 years in a supervisory role.
- Knowledgeable in Public Sector accounting, auditing standards, principles, and accounting systems within a government setting.
- Proficiency in Project Management with a PMP certification would be considered an asset.
- Experience in automating financial services processes, and adeptness in researching, writing, and presenting complex financial reports.
- Strong leadership, relationship-building, and communication skills.
- Satisfactory Police Information Check.

Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.