



NORTHERN ROCKIES REGIONAL MUNICIPALITY
Job Posting No. 2021.17
Director of Finance

The spirit of the Northern Rockies is independent and action-oriented, with a tangible sense of a region 'in charge of its future'. Fort Nelson is a young and family-oriented town, where the attitude of community remains strong. Everyone is welcome, everyone's contribution matters, and the level of participation in the day-to-day life of the community is high.

The Northern Rockies Regional Municipality is looking to attract a progressive and accomplished finance professional to join our team as Director of Finance. Responsible for overseeing the operating functions of the Finance Department we are seeking candidates who can demonstrate effective financial and organizational leadership to ensure financial sustainability for the Municipality. Reporting to the Chief Administrative Officer, the Director of Finance is a key player in the senior management team, advising on financial decision-

The successful candidate will exercise considerable independent judgment with political sensitivity; possess excellent knowledge of financial and auditing principles and practices, internal control systems and procedures, and municipal finance skills. The ability to lead in a manner that balances the needs of the organization, the community and its residents is essential. You strive for excellence and have a thorough knowledge of the dynamics required for a professional and political environment. You should possess post-secondary education in public sector/local government/business administration or related discipline and/or Professional Accounting Designation (CGA, CA, CMA) with a minimum of five-year experience at a senior management leadership level.

Our preferred candidate will have excellent interpersonal and communication skills with demonstrated report writing and public speaking abilities. The ability to serve the community and the elected officials with political sensitivity and tact is essential. The Northern Rockies Regional Municipality offers a competitive salary and comprehensive benefits package.

If you feel the Northern Rockies is where your future lives, then we would like to hear from you. A more detailed job description is available online at www.NorthernRockies.ca. We thank all applicants for their interest, and we will notify all candidates of receipt of applications. Applicant review will begin June 21, 2021 and the posting will remain open until filled.

Please email your cover letter, resume, and a minimum of three references to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | V0C 1R0
Email: jobs@northernrockies.ca

Located in North Eastern BC and extending from the Yukon border to Prophet River BC, our one-of-a-kind local government and BC's first Regional Municipality provides unparalleled opportunities for outdoor and wilderness recreational activities. To learn more about what the Northern Rockies has to offer, please visit our website at www.NorthernRockies.ca.

***This is a place for you to call home.
Come north...and build a future.***



POSITION DESCRIPTION

Position Title: Director of Finance
Department: Finance
Reports To: Chief Administrative Officer or designate
Employee Group: Excluded - Management
Wage Group: Management Pay Grade 8

Date of Revision: November 2019

Position Summary:

The Director of Finance is responsible for the overall supervision, planning, organizing, direction and control of the Finance Department and for the efficient and effective administration of the financial affairs of the municipality, including all accounting and financial management functions.

The Director of Finance provides advice, guidance, and direction on financial matters to the CAO and Regional Council and acts as the Financial Signing Officer. In conjunction with senior management staff, the Director of Finance strives to improve the efficiency of municipal operations and the delivery of service for all functions.

Work is periodically discussed with, and reviewed by, the Chief Administrative Officer for conformance to good practice, established policy, and attainment of organizational objectives.

The Director of Finance may delegate portions of his/her authority and responsibility to members of the department but may not delegate or relinquish overall responsibility and accountability for the performance of his/her responsibilities.

Responsibilities:

1. Specific Responsibilities

Overall direction of the accounting, budgeting, revenue collections, property taxation, payroll and expenditure control functions of the Municipality.

- Maintain the financial reporting system and recommend processes and internal controls to preserve the integrity of financial data.
- Responsible for monitoring approved budgets on an ongoing basis, advising the Chief Administrative Officer on the financial status of the Municipality and providing advice on areas of concern or opportunities that will influence operations of the Municipality.
- Prepare and interpret all financial statements and management reports of the Municipality, ensuring that departments are operating within budgets, and recommend program and policy changes as needed.
- Assist all departments in developing annual and multi-year operating budgets and long-range capital plans.
- Responsible for planning, implementation, and improvement of budgeting processes and financial systems.
- Ensure the integrity of the system of internal controls over the general ledger and financial systems.
- Provide strategic direction in support of the Municipality's Strategic Plan understanding the role that finance can play in supporting work plan goals and objectives.
- Supervise the obtaining of insurance as deemed necessary; supervise the provision and management of claims and insurance matters; prepare and arrange for the filing of any documentation necessary under the Financial Disclosure Act, or otherwise.
- Overall management of Financial Department staff; provide leadership and direction to all Finance Department staff with respect to recruitment, selection, training, development & motivation, discipline and termination to ensure optimum utilization of resources.
- Ensure that inquiries and complaints regarding department policies and activities are handled promptly, effectively, efficiently and with courtesy.

- Oversee the Financial Computer Services function, generally ensuring that objectives are being met and that computer service standards meet the needs of the user departments;
- Ensure the timely and accurate billing of property taxes, frontage tax, utility fees, and other Municipal revenue.
- Develop and administer the risk management program and conduct internal audits/inspections of records to evaluate the efficiency of Departments.
- Maintain current knowledge of developments in the fields of public administration and administrative and financial techniques/practices, and maintain awareness of political and legal developments.

Direct the financial affairs of the Municipality ensuring compliance with legislation and regulation; and provide advice, guidance, and direction on all financial matters to the CAO and Regional Council.

- Ensure the accuracy and completeness of financial information, prepare annual financial statements and reports.
- Ensure the timely submission of all financial statutory reports.
- Prepare and present financial reports to Council and Administration as required and advise on policy and procedural matters that relate to financial administration.
- Develop, prepare and finalized the Five-Year Financial Plan, in collaboration with Chief Administrative Officer, for consider and approval by Council.
- Attend meetings of Council, Committees of Council and associated bodies as required by the CAO.
- Oversee the external audit process, prepare draft financial statements and supporting schedules and liaise with the Municipal auditors with regard to the financial audit.
- Draft bylaws and bylaw amendments for functions relating to financial management.
- Prepare advisory reports for the CAO, management, and Council on financial analysis of operations; summarizing the Municipality's financial position in areas of income, expenses, and earnings.
- Prepare financial forecasts; evaluate requirements for funds and investments of surpluses.
- Develop and administer financial policies and procedures.
- Responsible for the receipt and safekeeping of all monies paid to the Municipality, for the expenditure of all monies as duly authorized and for the proper investment of surplus and reserve funds;

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

The Director of Finance is the officer position assigned the responsibility of financial administration as per the Local Government Act and Community Charter, which includes the following powers, duties, and functions:

- a) Receiving all money paid to the municipality;
- b) Ensuring the keeping of all funds and securities of the municipality;
- c) Expending and disbursing money in the manner authorized by the council;
- d) Investing funds, until required, in authorized investments;
- e) Ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- f) Exercising control and supervision over all other financial affairs of the municipality.

Decision Making Accountability and Responsibility

1. Decision Making Authority/Independence

The position is expected to exercise substantial initiative and is permitted considerable independent judgment and action in carrying out the duties of the position.

2. Impact/Consequence of Error

Decisions consistently affect Municipal operations. Inaccurate interpretation or relaying of information will result in financial loss and/ or reputational damage to the Municipality and would result in the Municipality's failure to adhere to Provincial legislation.

3. Financial Impact

Improper decisions may result in severe negative legal consequences and/or substantial financial loss to the Municipality.

4. Human Resources

This is a supervisory position.

5. Occupational Health & Safety

Ensures personal and subordinate safety while performing the duties of the position and complies with organizational safety programs and ensures that all WorkSafe BC and other legislative safety requirements are met.

Contacts**1. Internal**

Work consistently with other Municipal staff and provide guidance and financial advice to Municipal staff and elected officials.

2. External

Provide advice and information, both orally and in writing, to auditors, consultants, other government agency representatives, and the general public.

Working Conditions**1. Environment**

Work is performed in office or indoor settings.

2. Physical Effort

Varying levels of physical effort, including moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying. Repetitive motion office tasks such as typing.

Qualifications**1. Formal Education**

Degree in public sector/local government/business administration or related discipline; OR Professional Accounting Designation (CGA, CA, CMA); OR an equivalent combination of training and experience.

2. Training/Experience

Five years of experience in local government financial administration, of which three years have been at a senior management level.

3. Professional Designation/Licenses/Memberships

CGA, CA or CMA

Valid Class 5 Drivers License

Membership in Government Finance Officers Association

4. Knowledge/Abilities/Special Skills

Knowledge of:

- finance services and programs and of related trends and developments;
- the *Local Government Act & Community Charter*, related Statutes, laws, regulations, and precedents respecting Civic Government; and
- financial and auditing principles and practices (Public Sector Accounting and Auditing Standards – PSAB); internal control systems and procedures; and municipal budgeting skills.

Ability to:

- work in an environment often governed by urgency and formal deadlines;
- handle a complex and varied work load;
- lead and supervise effectively and efficiently;
- work harmoniously with government agencies, residents, personnel, other staff, and elected officials;
- serve elected officials and the client public with tact, impartiality, while preserving confidentiality and sensitivity on issues and material dealt with on a regular basis;
- analyze and develop logical and systematic courses of action and demonstrates strong management, communicative, and planning skills;
- strive for excellence and has comprehensive knowledge of the dynamics required for a professional, political environment;
- work independently following department policies and procedures with minimum supervision while maintaining a high quality level of work;
- demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment;
- produce written documents with clearly organized thought, proper sentence construction, punctuation and grammar; and
- effectively multi-task.

Special Skills or Other

- Proficiency in computers/applications (Microsoft Office).
- Strong organizational and research skills and the ability to read and interpret information, present numerical data in a practical manner.
- Ability to present complex financial reports.
- Knowledge of accounting systems within a government environment (Great Plains and Diamond Municipal Financial Management) is preferred.



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You should possess post-secondary education in public sector/local government/business administration or related discipline and/or Professional Accounting Designation (CGA, CA, CMA) with a minimum of five years experience at a senior management leadership level.

A full copy of the job posting is available on our website under employment at www.NorthernRockies.ca and applicants are strongly encouraged to read the full posting prior to applying. Please email your cover letter, resume, and a minimum of three references to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
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Closing Date: Open until filled.

Visit www.NorthernRockies.ca for a full copy of the job posting

