



GENERAL MANAGER – FINANCE / CHIEF FINANCIAL OFFICER

Summary

Directs financial, accounting and administrative operations, programs, systems, budgeting, and payroll for the District. Prepares and delivers accurate and timely reports on the District's financial position and performance. Carries out financial reviews and analyses for the Board, local governments and senior District staff. Recommends tax rates. Assesses and mitigates District financial and operating risks. Prepares operating and capital forecasts and budgets requiring a high degree of accuracy.

Key Accountabilities

- Directs the District's financial, accounting and administrative services including: financial reporting; payroll; policy development; operating and capital budgeting; cash management; accounts receivable; accounts payable; and asset management.
- Prepares five year financial forecasts and detailed annual budgets for over 50 distinct District operations.
- Recommends taxation rates to the Board based on District financial requirements and data from the BC Assessment Authority.
- Carries out research and analyses on financial and tax and fee issues for the Board and senior managers.
- Drafts bylaws for the Board relating to financial services and taxation matters.
- Assesses and upgrades the technology and systems used for financial reporting and accounting functions.
- Prepares and authorizes financial reports for Provincial and Federal agencies (e.g. Worksafe BC, Provincial ministries, GST, EI, CPP, CRA).
- Accounts for District assets and purchases of capital assets.

- Ensures costs and expenditures are properly coded and allocated to District accounts.
- Assesses financial risks facing the District and develops strategies, programs and systems to reduce potential losses to the District.
- Contracts for audit services on behalf of the Board and ensures records, systems data and schedules are available to facilitate the annual audit and minimize audit fees.

Staff Supervised

- Manager of Finance
- Assistant Manager of Finance
- Financial Analysts (2)
- Payroll & AP Coordinator
- Accounting Technician
- Accounts Receivable Clerk

Qualifications

- Business Administration degree or certificate
- Accounting certification (CA, CGA, RIA)
- Eight to ten years accounting experience at a senior level in local government
- Strong computer and technology skills