



The wild's calling...dare to answer!

We're on the prowl for an adventurous spirit to add to our herd:

Manager of Financial Services – Temporary, Full-time *(Maternity leave – approximately 16 months, beginning November 2023)*

Qualification/experience requirements include, but are not limited to, education in accounting and financial management, municipal financial services experience, considerable knowledge of GAAP, PSAB, tangible capital assets, and risk management systems. The ideal candidate will possess strong interpersonal, communication, problem solving skills. If you think you have what it takes, we invite you to answer the call of the wild!

Submit your cover letter and resume to:

District of Elkford
Attn.: Director of Corporate Services
Email: careers@elkford.ca • **Fax:** 250.865.4001

In person/mail:

District of Elkford • P.O. Box 340 • 744 Fording Drive • Elkford, B.C. • V0B 1H0

This posting will remain open until filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.





EMPLOYEE POSITION DESCRIPTION

Position Name: Manager of Financial Services	Department: Financial Services	Date: November, 2022
Classification: Exempt	Supervisor's Title: Director of Financial Services	Date of Revision:

JOB SUMMARY

Under the general direction of the Director of Financial Services, the Manager of Financial Services is responsible for and supervises the month-end and year-end procedures including journal entries, reconciliations and adjustments; prepares year-end working papers, schedules, reports and statistics for annual reports, and provincial reporting; assists the Director of Financial Services and management team with the financial administration of a variety of statutory programs and financial processes; and manages the frontline financial services employees. In the absence of the Director of Financial Services, performs the duties and functions of and exercises the powers assigned to a Financial Officer by Council and through Section 149 of the *Community Charter*.

The Manager of Financial Services is an effective team member whose contributions assist in the achievement of the departmental and organizational objectives.

NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES

1. Assists in the managing the efficient and effective operations of the Financial Services Department including payroll, accounts payable, accounts receivable, utilities, procurement, cash receipts, reception and clerical duties.
2. Manages of departmental staff, including determining the nature of work to be performed, recruitment, development, and training, and ensures quality and quantity of work meets established standards. Resolves staff issues, manages performance, handles discipline problems, participates in grievance processes on behalf of the District, recommends termination of employees. Acts as an advisor/mentor to subordinates.
3. Carry out other administrative duties of the Director of Financial Services in their absence, including attendance at and making presentation on finance department and other matters at Council and other meetings as required. Assists with the facilitation of and oversees the coordination of public consultation to address financial services issues.
4. Assists in the preparation of annual and long-range capital and operational budgets for the Department and organization and monitors expenditures of allocated funds within the approved budget. Prepares cost estimates and other reports as required.
5. Assists in the preparation of annual and long-range capital and operational budgets for the District, and monitors expenditures of allocated funds within the approved budget. Prepares cost estimates and other reports as required. Assists in grant reporting for projects and services related to the organization and maintains statistical and administrative records as required.

6. Assists in the preparation of annual financial statements and other financial plans and programs, including key performance and evaluation metrics, procurement, administration of annual and ongoing contracts for the department to within approved budgets.
7. Works closely with staff and ensures that requirements are met with respect to administering the District's property tax system, including balancing the tax calculation, issuing tax notices, reconciling the ledgers, handling public enquiries, making adjustments, paying out funds collected on or behalf of other jurisdictions, claiming homeowner grants from the Province and preparation for tax sale and follow-up.
8. Is a key member and contributes to the development and maintenance of the District's asset management and tangible capital asset records and systems and other related information.
9. Coordinates and liaises with Corporate Services department to ensure that press releases and general statements are released for public information are accurate, e.g., District of Elkford website, social media, local newspapers, and other media outlets.
10. Assists in the review of development applications to ensure compliance with district bylaws and makes recommendations on the applications for consideration by the Director of Planning and Development Services, Chief Administrative Officer and/or Approving Officer.
11. Participates in CUPE contract negotiations as required on behalf of the District , including providing financial analysis of existing or proposed terms of any collective agreement, and assists with grievance and/or dispute resolution. Encourages a harmonious working relationship amongst all municipal employees.
12. Maintains in strict confidence information relating to labour relations or personnel matters.
13. Responds to inquiries and investigates complaints in an appropriate and timely manner.
14. Builds and maintains effective communication and coordination with internal and external contracts including local, provincial and federal governments, utilities and other major service providers, consultants, contractors, district staff and the general public.
15. Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies and procedures; reports unsafe and/or insecure situations in accordance with regulations and district standards; directs the implementation of emergency procedures as appropriate.
16. Undertakes other assigned duties as required.

TYPICAL QUALIFICATIONS

Education:

- Post-Secondary degree in accounting or financial management
- Working towards a Canadian Professional Accountant (CPA) designation would be considered an asset.

Occupational Certificates, Licences, Associated Memberships:

- Payroll Compliance Practitioner (PCP) or equivalent would be considered an asset
- Valid BC Class 5 Driver's Licence.

Experience:

- Experience (3 to 5 years) in a municipal financial services environment, including management of a unionized workforce.

Knowledge, Skills and Abilities:

- Considerable knowledge of GAAP, PSAB and municipal/fund/public accounting methods.
- Considerable knowledge in Tangible Capital Assets, Asset Management and risk management systems.
- Considerable knowledge of CUPE collective agreements, Canada Revenue Agency, payroll and benefits and other applicable legislation.
- Strong interpersonal, communication, presentation, problem solving, decision making, leadership and general management skills.
- Strong computer skills relating to financial accounting software and Microsoft Office software.
- Ability to lead, coach, and motivate staff in a team environment.
- Ability to establish and maintain effective working relationships with representatives of government agencies, community and business groups, contractors, the general public and District staff.

Complementary Assets:

- Training in Emergency Management (EOC, Incident Command, and other related courses).

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of _____, 20__.

Chief Administrative Officer

Signature

Date

I have read this job description:

Employee's Name

Employee's Signature

Date