

Job Description Effective: June, 2021

District of Peachland

Job Description: Director of Finance

SUMMARY:

Reporting to the Chief Administrative Officer, the Director of Finance oversees the organization's financial operations and is responsible for developing, implementing and enforcing financial policies, procedures and controls. The Director of Finance is assigned the responsibility of the Financial Officer pursuant to section 149 of the *Community Charter*.

The Director of Finance is responsible for advising District Council and Department Heads on matters of a financial and accounting nature and for the preparation and maintenance of the District's financial statements, financial plans and systems of internal control.

As a Senior Leadership Team member of the District of Peachland, the Director of Finance works collaboratively with other municipal directors to prepare budgets, develop plans to achieve strategic organizational goals, and provide reports to Council.

Nature & Scope of Work

Statutory:

- Receiving all money paid to the District;
- Ensuring the safekeeping of all funds and securities of the District;
- Expending and disbursing money in the manner authorized by Council;
- Investing revenue funds in investments as permitted under the Local Government Act;
- Ensuring that accurate records and complete accounts of the financial affairs of the District are prepared, maintained and kept safe;
- Compiling and supplying information on the financial affairs of the District required by the inspector.

General Financial Administration:

- Develops and recommends policies, plans and programs for administering the accounting and financial functions. Implements approved financial policies;
- Prepares and presents reports to Council including, but not limited to, the Financial Plan, quarterly reports, and financial bylaws, policies, and recommendations;
- Supervises the operation of the Financial Services Department;
- Implements directives of the CAO;
- Administers the provision and management of property insurance policies, including the processing of property insurance claims;

- Prepares and arranges for filing of any documentation necessary under the Financial Information Act or otherwise;
- Prepares all financial Bylaws such as Rates and Charges, Financial Plan, Tax Rates, Parcel Taxes, Loan Authorization, Tax Exemption, Revenue Anticipation, and others;
- In conjunction with Department Heads, prepares the annual Financial Plan for consideration of Council;
- Prepares monthly financial reports for Department Heads on the status and variance of all operating and capital budgets. Prepares memos to Department Heads reporting significant budget variances;
- Prepares year-end financial working papers, internal statements and municipal reporting forms for audit review, and liaises with the District auditors in connection with the financial audit;
- Develops and implements effective methods and systems for billing, collection, receipting and banking of revenue from all sources and payment of all disbursements due, including payroll. Ensures the accounting practice of the District complies with sound accounting principles;
- Prepares reports as requested by the CAO for Council's consideration;
- Reviews cash position of the District and borrows or invest funds as necessary;
- Oversees the collection functions as defined in the Community Charter;
- Oversees the Information Technology functions (including computer system security);
- Administers operating and capital grants including, the processing of grant claims;
- Maintains, reconciles and invests reserve and trust funds;
- Responds to public enquiries and complaints on a timely basis;
- Performs such other duties as may be required from time to time by the CAO.

QUALIFICATIONS:

- Chartered Professional Accountant (CPA) designation is required;
- Minimum 5 years of recent, public sector finance experience supplemented by post-secondary education in a relevant field; or an equivalent combination of training and experience;
- Minimum 5 years supervisory or leadership experience;
- Thorough knowledge of the *Community Charter*, *Local Government Act* and other related statutes/laws.

SKILL REQUIREMENTS:

- Strong public speaking skills and experience making presentations to Council
- Ability to provide supervision, leadership, and direction to staff including motivating, training and conducting performance reviews.
- Expert knowledge of and ability to interpret, explain and consistently apply relevant legislation & regulations and ensure adherence to accounting best practices;
- Ability to work collaboratively
- Demonstrated ability in effective leadership and management.
- Strong organizational skills including a demonstrated ability to multi task, organize, and prioritize work within a fast paced and change oriented work environment and within established deadlines
- Superior written and verbal communication skills