



## DISTRICT OF COLDSTREAM

### JOB DESCRIPTION

POSITION: **DIRECTOR OF FINANCIAL ADMINISTRATION**

REPORTS TO: Chief Administrative Officer

SUPERVISES: Human Resources & Safety Advisor  
Accounting Clerks (3) – Revenue, Payroll, Payables  
Purchasing Assistant  
Clerk/Receptionist

Reporting to the Chief Administrative Officer, the Director of Financial Administration is an exempt position responsible for the overall supervision of the organization's financial operations and is responsible for performing the statutory duties of the Financial Officer pursuant to the *Community Charter*. This also includes oversight of the Information Technology systems and supervises and supports the Human Resources and Safety function. The position is responsible for directing and carrying out activities required for the financial management of the District consistent with adopted plans, policies, bylaws, regulations and specifications, supervising staff in carrying out duties and coordinating the activities of the Financial Administration Department with other departments and senior staff of the District.

#### **Primary Duties and Responsibilities:**

- Plans, directs and coordinates the functions and workload within the Department and ensures that schedules, procedures and performance standards are developed and met.
- Utilizes significant judgement, initiative and conceptual thinking in the planning, development and implementation of programs and policies affecting matters related to the scope of duties of this position.
- Plans, directs and coordinates the preparation of annual and long-term operational and capital budgets. Provides direct oversight, control and implementation of approved budgets.
- Responsible for the preparation of statements and reports on municipal financial affairs for Council, administrative officials and the public; includes financial reports on the status and variance of all operating and capital budgets.
- Responsible for complying and supplying information relating to the financial affairs of the municipality as required by the Inspector of Municipalities.
- Prepares all financial bylaws, resolutions and subsequent amendments relating to the revenues, expenditures, tax levies and other fiscal and operating matters within the scope of duties of this position. This includes, but is not limited to, bylaws related to the Financial Plan, fees & charges, user rates, tax rates, loan authorization and others.

- Administers the provision and management of property insurance policies, claims and related activities.
- Oversees the provision of the District's support services including audit, accounting, tax, treasury and management information systems.
- 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.
- Oversees Information Technology support services. Works with IT consultant to ensure efficient management, operation and back up of necessary IT systems.
- Oversees the development and maintenance of the District's asset management plan, including strategies, policies and procedures.
- Oversees the development of policies affecting Financial Administration. Assists other staff, if necessary, with policy development applicable to their respective responsibilities.
- Provides advice to District staff, Council and Committee members, including explanation and interpretation of bylaws, procedures and legislative requirements affecting the Financial Administration department related to the scope of duties of this position.
- Provides recommendations to the Chief Administrative Officer on the hiring, training, dismissal, appraisals and evaluations of Financial Administration employees within approved personnel policies.
- Supervises and supports the Human Resources & Safety Advisor.
- Directs, coordinates, supervises and controls subordinate staff activities and contract staff. Monitors their work performance and delegates work appropriately.
- Prepares, or directs the preparation, of reports and make recommendations to the Chief Administrative Officer on financial matters related to the scope of duties of the position.
- Attends all Council meetings, Committee meetings, public hearings and public meetings as required and as directed by the Chief Administrative Officer.
- Prepares reports and statistical summaries as necessary for review by the Chief Administrative Officer, Council or other bodies.
- May be required to assist the District in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Follows, and ensures compliance, with all policies, procedures, regulations and standards of the District of Coldstream.
- Performs other duties as assigned by the Chief Administrative Officer or designate.

**Required Education and Experience:**

- Degree from a recognized post-secondary institution in Accounting, Finance, Business or Public Administration.
- Chartered Professional Accountant (CPA) designation.
- Minimum of five (5) years of increasingly responsible, relevant experience in public sector finance (including supervisory experience) preferably in a local government setting, or an equivalent combination of education and experience.
- Must have a thorough, and demonstrated knowledge, of the principles and practices of public sector accounting standards (PSAS), internal control procedures, computerized financial applications, finance and fiscal planning, and budgetary, accounting and reporting systems.

- Must have a thorough, and demonstrated knowledge, of municipal legislation including the *Community Charter*, *Local Government Act*, and other related regulations, policies and procedures.
- Clear Criminal Record Check.
- Current BC Class 5 driver's license

**Required Knowledge, Skills and Abilities:**

- Exceptional interpersonal, communication, presentation, public relations, problem solving, investigative, decision making, leadership and general management skills.
- Effective written and verbal communication skills including the ability to prepare comprehensive, concise and clear reports and deliver oral presentations.
- Ability to multi task, be organized, retain a strong attention to detail and be results oriented in a multi-faceted, fast-paced environment with changing priorities.
- Knowledge of and demonstrated fiscal responsibility in support of budget preparation and control.
- Ability to work effectively independently and cooperatively in a team atmosphere.
- Ability to exercise courtesy, tact, and diplomacy in the exchange of non-routine information with other employees, and the employees of private companies and members of the general public.
- Exceptionally well organized and able to work effectively with minimal guidelines and supervision.
- Ability to exercise sound judgment regarding confidential and sensitive information.
- Proficiency in the use of Windows Office applications and extensive knowledge in computer systems relevant to municipal operations. Experience with MAIS Accounting Software is desired.