



9901 Kalamalka Road
Coldstream, BC
www.coldstream.ca

OPPORTUNITY PROFILE

DIRECTOR OF FINANCIAL ADMINISTRATION



COMPETITION NO. 2026-07

The Community

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities. With a stable population of over 11,700, it's the second largest municipality within the North Okanagan Regional District.

The Position

We are seeking an experienced and community-minded professional to join the District of Coldstream as our Director of Financial Administration. This exempt, full-time leadership position is ideal for a seasoned municipal finance leader who brings comprehensive experience across all facets of the portfolio. The successful candidate will have a proven track record in strategic financial planning, budgeting, treasury management, asset management, capital financing, financial reporting, audit oversight, risk management, and legislative compliance. They will possess a deep understanding of municipal governance and public sector accounting standards, with demonstrated experience preparing and presenting statutory financial reports, supporting Council decision-making, and ensuring compliance with all reporting and regulatory requirements. This opportunity is well-suited to a collaborative and forward-thinking professional who can provide strategic leadership, serve as a trusted advisor to senior leadership and Council, and ensure the organization's long-term financial sustainability.

This opportunity has become available as the incumbent, Aaron Stuart, has accepted an exciting new career opportunity and will be departing the organization on excellent terms. As part of a thoughtful transition, the Aaron has graciously offered to speak with interested candidates to provide insights into the role, the organization, and the community. Aaron will be available to discuss the position up to August 21, 2026.

Aaron Stuart | astuart@coldstream.ca | 250-241-1159

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

- 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.



Primary Duties Continued

- 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 Qualifications

- 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.

Key Competencies

Stewardship

Ensures responsible management of public funds while maintaining long-term financial sustainability.

Strategy

Aligns financial plans and resources with Council priorities and the municipality's long-term objectives.

Governance

Maintains compliance with legislation, policies, and reporting requirements while upholding public accountability.



Leadership

Leads people, develops talent, and fosters collaboration across the organization to achieve results.

Influence

Builds trust and credibility with Council, senior leaders, and stakeholders to support informed decision-making.

Compensation

The 2026 salary range for this position is \$130,374 to 147,266. Placement within the range will be based on the successful candidate's qualifications, education, and related experience.

In addition to a competitive salary and comprehensive benefits package, the District offers a flexible work schedule that includes a flex day every three weeks. Employees also benefit from paid time away for medical and dental appointments, as well as leave provisions to support family emergencies, promoting a healthy balance between work and personal responsibilities.

How to Apply

If you are a strategic thinker who enjoys public service and making a meaningful impact in the community, we encourage you to apply!

Interested candidates are invited to submit their cover letter and resume by email to:

Email: hr@coldstream.ca

Subject Line: Application – Director of Financial Administration #26-07

The District of Coldstream thanks all applicants; however, only those candidates selected for an interview will be contacted.

