



MANAGER OF FINANCIAL SERVICES – FULL TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for the position of Manager of Financial Services. This is a full time (exempt) position within the CRD located in Williams Lake, BC.

DUTIES: As part of the Management Team, this position is responsible for overseeing the operations of the Financial Services Department of the Cariboo Regional District. As such the position is responsible for managing department staff and overseeing the delivery of the District's financial services such as cash management; accounts receivable and payable; utility billings, payroll, and other general accounting requirements as necessary. Under the direction of the Chief Financial Officer, the position will oversee the Regional District's banking operations including evaluation and selection of banking products and services, provide confidential administration and analytical support to a variety of projects, workflow functions, and other issues as needs arise. Items falling within the purview of this position could include, but are not limited to, selection of insurance provider consistent with the regional district's asset valuation, risk tolerance and policy premium; cost analysis in relation to Collective Bargaining; debt financing, capital and operating lease arrangements; participation in long term asset management planning; and evaluation; selection and implementation of financial systems and procedures as necessary. A detailed job description including the duties, reporting structure and required qualifications can be found on the CRD website at www.cariboord.ca/careers.

SALARY: This is a full time, exempt position, offering a competitive salary and benefits package commensurate with the successful candidate's experience and qualifications.

WORK SITE LOCATION: The successful candidate will operate out of the Cariboo Regional Districts Williams Lake Office located at, Suite D, 180 3rd Avenue North, Williams Lake, BC. The position requires some travel throughout the CRD for meetings and training. Applicants must have a valid class 5 driver's license and will be asked to provide a criminal record check and a BC Driver's License abstract.

HOURS OF WORK: The regular hours of work for this position are 37.5 hours per week, Monday to Friday with some evening and weekend work occasionally required.

Applications from interested individuals will be accepted by the undersigned until **4:00 pm, Friday, December 21, 2018** and should be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to the position.

Bernice Crowe, Human Resources Advisor
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Williams Lake, BC V2G 2A4
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We thank all candidates for their interest, however, only those selected for an interview will be contacted.



Title: Manager of Financial Services

Department: Finance

Reports To: Chief Financial Officer

Date: November 2018

Summary

This position is responsible for overseeing the administration and operational functions of the Finance Department. The position supports the Chief Financial Officer with respect to fulfilling the statutory obligations and requirements of the Finance department. The position will lead the financial services team and is responsible for delivering efficient, effective and reliable services while observing and complying with regional district policies.

Achieving the goals and objectives of the Finance Department will involve complex fiscal and administrative work. The Finance Manager is expected to meet these objectives in an independent manner through research and analysis, interpreting legislation, and exercising sound judgment in selecting and applying information.

Essential Job Functions

- Delivery of exceptional service when interacting with the public, elected officials, staff, and other departments.
- Lead and manage Financial Department staff.
- Preparation of reports and other deliverables to staff, management, the board and external entities as required.
- Delivery of the Regional Districts financial services such as cash receipting, accounts receivable, accounts payable, payroll, tax requisition and utility bills.
- Responsible for banking operations including evaluation and selection of banking products and services.
- Confidential administration and analytical support on a variety of projects, workflow functions, and other issues.
- Review of finance department controls, processes and procedures to streamline business operations and ensuring policy and regulatory compliance.
- Statistical analysis, data/process modelling and preparation of budgets and financial plans.
- Evaluation, selection, and implementation of financial systems (hardware, software, and other).
- Collaboration in Long term asset management planning; participate in the preparation of Long Term Asset Management plans, establishing capital funding requirements and monitoring and controlling capital expenditures to ensure compliance with planned expenditures and sufficiency of funding with respect to long term sustainability.
- Preparation of schedules and statutory financial reporting for external audit purposes.



Minimum Qualifications/Requirements

- CPA Designation or working towards their designation at an advanced stage of the program.
- Minimum of 5 years of related experience, preferably in a local government environment, showing increasing levels of responsibility.
- Proficient in the use of computers and financial software programs at the enterprise level. Working knowledge of Vadim/ICity software applications will be considered an asset.
- Demonstrate sound judgement, tact and discretion when dealing with confidential and sensitive matters.

Knowledge, Skills and Abilities Required

- Thorough knowledge of the principles, best practices and concepts related to financial management and accounting.
- Experience in budget formulation and maintenance processes as well as investment and cash flow management.
- Excellent verbal and written skills along with analytical, problem solving and technical skills and the ability to provide innovative solutions to problems.
- Ability to work independently, prioritize the workload and accomplish the tasks within a reasonable time.
- Strong interpersonal and leadership skills.
- Knowledge of local government legislation (Community Charter, Local Government Act).
- Ability to reason and analyze data to accomplish work objectives.
- Demonstrated ability to handle a complex and varied workload in a flexible manner often under pressure.

Supervisory Responsibility

- Manage staff within the Finance Department.

Working Conditions

- Required to be flexible and adapt to changing work demands.
- Travel required.
- Ability to attend and conduct presentations.
- Must maintain a valid Driver's License.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.