

Posted: May 31, 2018

## Director of Finance - District of Ucluelet

*District of Ucluelet*



### Director of Finance

Ucluelet is located on the beautiful west coast of Vancouver Island in British Columbia, Canada. Our dynamic and growing town requires an energetic, motivated and career-minded Director of Finance who will play a critical role in the management and implementation of the District's financial services. The District of Ucluelet offers competitive salary packages, a positive work environment, and offers prospective candidates an incredible work-life balance in a stunning natural setting.

Reporting to and partnering with the Chief Administrative Officer (CAO), the Director of Finance (Director) will play a critical role in developing and implementing the financial strategy for the District of Ucluelet. The Director will be responsible for the statutory duties of the financial officer under the *Community Charter* with duties including, but not limited to, preparation of the financial plan, annual financial statements, annual municipal report, and attending Council meetings as required. As a member of the senior leadership team, the Director will be an advisor to the department heads, evaluating and assisting them with their financial plans and procurement. The Director will demonstrate leadership in asset management, budgeting, financial reporting, and financial analysis.

The salary range for this role is \$95,000 - \$100,000 including a full benefits package. Further information, including a complete job description, can be obtained online at [www.ucluelet.ca](http://www.ucluelet.ca).

Qualified applicants are encouraged to apply by **June 18, 2018**. Please provide a covering letter, résumé, and three work-related references in confidence to:

Marlene Lagoa, Deputy Municipal Clerk  
P.O Box 999, 200 Main Street  
Ucluelet, BC V0R 3A0  
Email: [mlagoa@ucluelet.ca](mailto:mlagoa@ucluelet.ca)  
Telephone: 250-726-7744

*The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.*



## Director of Finance - Job Description

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### Title

Director of Finance

### Reports To

Chief Administrative Officer (CAO)

### Summary

Reporting to and partnering with the Chief Administrative Officer (CAO), the Director of Finance (Director) will play a critical role in developing and implementing the financial strategy for the District of Ucluelet. The Director will be responsible for the statutory duties of the financial officer under the *Community Charter* with duties including, but not limited to, preparation of the financial plan, annual financial statements, annual municipal report, and attending Council meetings as required. As a member of the senior leadership team, the Director will be an advisor to the department heads, evaluating and assisting them with their financial plans and procurement. The Director will demonstrate leadership in asset management, budgeting, financial reporting, and financial analysis.

### Job Duties

- Develops, implements and evaluates the strategic plan, goals and objectives for the Finance Department consistent with Council's priorities and the District's strategic plan.
- Plan, direct, supervise and carry out activities related to the financial planning, management, and accounting functions of the District and perform the statutory duties of the financial officer.
- Assist the CAO in planning and administering the financial affairs of the District according to Council policy.
- Advise and assist CAO, other members of staff, Council, and committees in preparation of the budget including but not limited to; preparation and presentation of the budget for Council's approval; leading the public budget presentation; and periodically reviewing and reporting on budget compliance and discrepancies to CAO.
- Prepare annual five-year financial plan and tax rates bylaws.
- Prepare periodic financial and operating reports for CAO and Council and present them on a timely basis.
- Determine and implement programs required to reflect accurate cost accounting.
- Prepare periodic financial and statistical returns and reports to Council and governments.
- Direct internal audits and checks as needed.
- Safeguard financial assets of the District in conjunction with CAO; maintain care and custody of funds, accounting records and documents; act as signing officer.
- Ensure appropriate insurance and other protections are in place and are maintained appropriately to adequately protect the District and all its assets.

- Develop, maintain and strive to improve systems, procedures, reports, and forms related to fiscal management.
- Responsible for maximizing and collecting federal and provincial grants of all types.
- Deal with the general public in an effective and courteous manner and explain and interpret statutes, regulations, policies and procedures related to functions.
- Maintain good working relations with representatives of government ministries and agencies, staff, members of Council, other municipalities and organizations, and the public; and ensure that all inquiries and complaints are handled quickly and courteously.
- Recruit, train, supervise, and evaluate department staff.
- Determine funding of capital budget expenditures.
- Incorporate transfers to and from other funds into budget as well as tax requisitions from other taxing authorities.
- Coordinate Council grants in aid requests; organize grant presentations to Council; incorporate grant requests into budget, prepare motions approving release of grant funds.
- Assist department heads with procurement of goods and services for the District including contracts and negotiations.
- Oversee activities of the Manager of Finance and, indirectly, Finance department staff.
- Attend all Council meetings (regular and in-camera) when necessary.
- Carry out such other duties and responsibilities as may be assigned from time to time.

## Requirements

- University degree in Business or Public Administration, Commerce or a related field combined with a professional accounting designation (CA, CGA or CMA).
- 10 years of related experience with at least 5 years in a public-sector environment preferably in a municipal setting.
- The candidate will possess exceptional leadership, judgment and interpersonal skills and the proven ability to develop credibility and effective working relationships with employees, elected officials and external stakeholders.
- Thorough knowledge of municipal finance and accounting principles, practices, procedures and systems, including budgeting best practices and auditing requirements.
- Thorough knowledge of effective management techniques and labour relations practices related to the supervision of employees including selection, training, coaching, mentoring, and evaluation.
- Advanced proficiency with spreadsheet programs and applications (MS Excel 2016).
- Knowledge of the MAIS financial software is beneficial.
- Work requires willingness to work a flexible schedule.