



Job Posting – Finance Supervisor

The District of Ucluelet, situated on the edge of Vancouver Island's beautiful west coast, is offering a unique opportunity for a qualified candidate interested in fulfilling the role of Finance Supervisor for the District of Ucluelet. This is an exciting opportunity to fill a key role in supporting all departments with the municipal function of this stunning coastal community.

The Finance Supervisor is responsible for overseeing the operations of the Finance department. Reporting to the Director of Finance, the Finance Supervisor will assist in planning, administering, reporting and measuring the financial information and assets of the District of Ucluelet. The Finance Supervisor produces and reviews financial information critical to business interests as well as creates reports regarding accounting data to enable knowledge-based decision making and forecasts. There is a requirement to deal frequently with confidential matters, personnel items and with the general public requiring the exercise of sound judgment, tact and discretion at all times.

District of Ucluelet offers a competitive benefits package and incredible environment that offers a work-life balance in a stunning natural setting. The salary range for this exempt position is \$72,000 - 75,000 per annum.

Preference will be granted to qualified candidates with a degree or diploma in business or accounting, have an accounting designation as well as five years of full cycle accounting experience. Knowledge of the *Community Charter, Local Government Act*, and experience in municipal accounting is an asset.

Further information, including a complete job description, can be obtained online at www.ucluelet.ca or by contacting the District Office at 250-726-7744.

Qualified applicants are encouraged to apply by **March 4, 2019 at 4:00 pm** by providing a cover letter, *indicating your available start date*, and detailed resume including references to:

Donna Monteith, Director of Finance
District of Ucluelet
P.O. Box 999, 200 Main Street Ucluelet, BC V0R 3A0
Email: dmonteith@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.



Finance Supervisor - Job Description

Title

Finance Supervisor

Reports To

Director of Finance

Summary

The Finance Supervisor is responsible for overseeing the operations of the Finance department. Reporting to the Director of Finance, the Finance Supervisor will assist in planning, administering, reporting and measuring the financial information and assets of the District of Ucluelet. The Finance Supervisor produces and reviews financial information critical to business interests as well as creates reports regarding accounting data to enable knowledge-based decision making and forecasts. There is a requirement to deal frequently with confidential matters, personnel items and with the general public requiring the exercise of sound judgment, tact and discretion at all times.

Job Duties

- Responsible for the day-to-day operation of the Finance Department, including property taxation, utility billing, payroll, accounts payable, accounts receivable, and cash receipting.
- Co-ordinate, assign, review and participate in the work of staff to ensure deadlines and performance standards are met.
- Coach finance team members, including review and approval of work assignments and training requirements of the team including completion of regular performance reviews.
- Analytical review and reconciliation of all balance sheet accounts on a monthly basis, including the reconciliation of subsidiary ledgers to the general ledger.
- Preparation of monthly financial statements and variance reports for the Director of Finance's approval.
- Monitoring cash requirements daily and producing monthly cash forecasts.
- Coordinates and monitors investment activities to provide timely information for management decisions (i.e. cash needs, reinvestments, etc.) and prepares cash flow projections.
- Assists the Management team with inquires regarding their department's financial reports.
- Preparation of quarterly financial statements and analysis for the Director of Finance.
- Preparation of year-end comparative financial statements and supporting schedules.
- Coordinate and oversee the preparation of year-end audit working papers.
- Work closely with the external audit team ensuring all necessary critical information is available to them.



- Assistance with the preparation of the annual report, budget, and other relevant reporting requirements.
- Assistance in the preparation of the budget presentation to Council and general public.
- Maintain financial security by researching and reconciling discrepancies; auditing and verifying documents; following internal controls.
- Assistance with revising and developing financial bylaws and policies.
- Maintenance of manuals documenting accounting procedures and policies.
- Accomplish tasks on time and contribute to the team by taking on special projects as directed by the Director of Finance.
- Stay current with all PSAB regulations, best practices, reporting requirements.
- Other duties as requested by the Director of Finance.

Required Knowledge, Skills and Abilities

- Thorough knowledge of generally accepted accounting principles, practices, tax laws, and reporting requirements.
- Knowledge of the *Community Charter* and *Local Government Act*.
- Specific experience in local government finance and taxation is an asset.
- Ability to prepare working papers for annual audit.
- Ability to plan, assign and supervise work of subordinates.
- Effectively communicate with all levels of the organization and external parties.
- Thorough knowledge of computer applications and programs. Strong proficiency in Excel.
- Able to work efficiently as a part of a team as well as independently.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines.
- Good organizational, time management and prioritizing skills.
- Ability to interpret and implement company policies and procedures.
- Attention to detail in all areas of work.

Qualifications

- Post-secondary degree or diploma in business, accounting, or a related field.
- Successful completion of a professional accounting designation or equivalent experience.
- Minimum five years working experience in full cycle accounting required.
- Several years of experience in a supervisory capacity.
- Successful criminal record check.