



## CITY OF COLWOOD JOB DESCRIPTION

**TITLE:** MANAGER OF FINANCE  
**DEPARTMENT:** FINANCE  
**POSITION TYPE:** EXEMPT POSITION  
**LAST UPDATED:** JUNE 2022

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### **NATURE AND SCOPE OF WORK**

Under the direction and supervision of the Director of Finance and Chief Financial Officer (CFO), the Manager of Finance contributes to the overall leadership of the City of Colwood as a member of the municipal leadership team and is responsible for a variety of complex duties including preparing annual financial statements and annual municipal financial reports, coordinating the annual audit process, managing general accounting operations, payroll services, customer service and purchasing. The Manager of Finance is responsible for the selection, training, and performance management of the Finance Department staff.

Additionally, as a leader within the City of Colwood team and workplace community, the Manager models, promotes and ensures adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

### **KEY DUTIES AND RESPONSIBILITIES**

In addition to those duties prescribed by Statute, Bylaw or resolution of Council, the powers, duties and responsibilities of the Manager of Finance are:

#### **Management**

- Directly manages a team of unionized staff from recruitment and selection through training and development, coaching and performance management to support the achievement of team and individual annual goals and objectives, and initiates disciplinary processes if required, in consultation with senior leadership and HR.
- Ensures actions are taken to maintain a productive team environment.
- Establishes organization structure for effective program delivery.
- Accountable for safe work practices through the practice of due diligence and an understanding of the role of WorkSafeBC and the statutory and regulatory requirements as they relate to their area of responsibility; promotes safety through active participation in all aspects of the City's OH&S programs including regular inspections, safety meetings, investigations and safety events.
- Acts as the Emergency Operations Centre (EOC) Finance/Administration Section Chief in the case of an EOC Activation.
- Acts as the Director of Finance in the absence of the incumbent.

#### **Accounting & Audit**, including but not limited to:

- Prepares the draft annual financial statements, financial statement notes, supporting schedules and working papers; Lead annual audit (external auditors).
- Prepares annual municipal financial reports such as LGDE & SOFI.



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- Ensures application of relevant internal controls.
- Maintains City's accounting software and general ledger. Implements upgrades and improvements as required.
- Ensures all general ledger accounts are analyzed and reconciled accurately.
- Oversees maintenance of debt records.

### **Asset Management**, including but not limited to:

- Forecasts sustainable infrastructure replacement amounts.
- Provides policy advice on implementation of asset management principles.
- Oversees asset inventory and acts as super-user for corporate asset management software.
- Prepares asset management related financial reports.

### **Treasury**

- Assists Director of Finance & CFO in developing and implementing an investment strategy.
- Monitors cash flow needs, prepares cash flow projections, analyzes and recommends investments, Initiates fund transfers as necessary.
- Liaises with financial institutions representatives and monitors corporate adherence to investment policy.

### **Budget**, including but not limited to:

- Maintains integrity of City's budget software. Oversees preparation of current year budget reports.
- Provides support and advice to municipal departments on five-year financial plan and monitors compliance.
- Plans annual budget process in consultation with City departments.
- Presents City's consolidated five year financial plan & quarterly reports to Council in collaboration with the Director of Finance & CFO.
- Responds to public inquires related to budget.

### **Purchasing, Accounts Payable, Accounts Receivable, Payroll, Risk Management & Property Taxation:**

- Oversees the City's purchasing function including the issuance of purchase orders & RFP's as per the City's purchasing bylaw and purchasing treaty obligations.
- Oversees the City's Accounts Payable, Accounts Receivable and cash handling.
- Manages the City's Risk Management claims process including providing advice for policy and process improvements. Administers City's insurance policy and ensures compliance.
- Acts as the City's Collector as specified by the *Community Charter, Local Government Act* and any other enactment as delegated by the Director of Finance & CFO.
- Calculates & levy's the City's property taxation rates, parcel tax levies for annual tax rate bylaw(s), calculates sewer levy for annual sewer utility bylaw(s), oversees school tax and other taxation requisitions.
- Oversees BCAA assessment supplementary adjustments, home owner processing and reporting
- Oversees claims for Federal and Provincial payment in lieu of tax revenue
- Oversees the City's payroll and benefits program, ensuring accuracy and compliance.



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### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- A degree or diploma in a related business program with intermediate financial accounting courses.
- Professional Accounting designation (CPA).
- A minimum of five years of related experience including supervisory experience.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Strong project management, organizational and time management skills.
- Advanced computer skills, including the use of MS Office suite and municipal financial systems
- Ability to work under general direction with minimal supervision and use sound independent judgement in adapting and applying procedures to address and resolve unusual or problem situations.
- Demonstrates a high degree of integrity, professionalism, understanding and successful application of the following competencies:
  - Adaptability: Willingness to be flexible in a changing environment.
  - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
  - Effective Communication: Communicates effectively, orally and written, with others.
  - Problem Solving: Recognizes and acts to resolve problems.
  - Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
  - Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
  - Customer Focus: Provides excellent service to both internal and external customers.
  - Personal insight and rapport: Demonstrates the City's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates the courage to do what is right.

### **REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS**

- A valid Class 5 BC driver license is an asset.