

CITY OF COLWOOD

JOB DESCRIPTION

TITLE: DIRECTOR OF FINANCE

DEPARTMENT: Finance

Updated: August 2017

GENERAL ACCOUNTABILITY

Reporting to the Chief Administrative Officer (CAO), the Director of Finance is the City of Colwood's municipal officer assigned the responsibility of financial administration pursuant to section 149 of the *Community Charter*. This position is a key member of the senior management team expected to help advance Corporate direction while Colwood experiences a rapid change and growth.

SCOPE OF WORK AND RESPONSIBILITIES

As a member of the Senior Management Team managing the City, the Director of Finance leads a dedicated team responsible for financial administration and information technology.

Applies strategic, innovative and visionary thinking while developing, leading and administering the finances of the City.

Utilizes significant judgement, initiative, and conceptual thinking in the planning, development, and implementation of programs and policies affecting the Finance Department.

Provides leadership, coaching, mentoring, staff development, and performance management to Finance staff.

Provides expertise, advice and information to the CAO, City Council, staff, outside agencies, and the public on all matters pertaining to the Finance Department.

Liaises with senior governments, the Capital Regional District and the member municipalities within the Capital Region as they relate to the Finance Department.

Supports public participation in the City's initiatives through meaningful public engagement, customer service, and community outreach strategies.

Actively manages the City's operating and capital budgets, providing short term and long term financial goals for the City and requiring clear and concise business plans supporting the budget approval process.

Oversees and leads in the implementation and maintenance of Asset Management.

Provides excellent service to both internal and external customers.

Collaborates to initiate and foster a spirit of cooperation to achieve corporate goals.

Attends Council and Committee meetings as required.

Ensures compliance with legislative requirements, municipal bylaws, City policies, and Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) requirements.

Manages financial record keeping.

Undertakes additional assignments and duties as requested by the CAO.

The Director of Finance is accountable for safe work practices. Through their practice of due diligence and their understanding of the role of WorkSafe BC and the statutory and regulatory requirements as they relate to their area of responsibility. Management will promote safety through their active participation in all aspects of OSH programs including regular inspections, safety meetings, investigations and safety events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates leadership and relationship building skills with the ability to lead a team in a unionized environment.

Knowledge of municipal finance, asset management, purchasing, contract and budget administration.

Knowledge of local government legislation and practices.

Thorough knowledge of capital and operating budgets in a local government environment.

Proven ability to prepare and vet business plans that support achievable operating and capital budgets.

Knowledge of asset management best practices in a local government setting.

Excellent attention to detail.

Proven conflict resolution experience.

Exceptional written and oral communication skills. Ability to prepare reports on complex technical matters for non-technical audiences.

Thorough knowledge of the senior government grant application processes and tracking.

Ability to analyze complex data and resolve problems.

Ability to interpret, advise and provide guidance on a variety of technical matters.

Ability to support, coach and manage supporting technical staff.

Ability to communicate effectively with members of council, other staff, contractors, other agencies and the public.

Ability to represent the City and communicate effectively with senior governments, local governments, other agencies, the business community and the public.

Demonstrates Colwood’s values, is self-aware of strengths and weaknesses, seeks feedback, fulfills commitments and demonstrates courage to do what’s right.

Questions the status quo and direction actively promoting change. Leads through transition and change.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Possession of a professional accounting designation (CA, CGA, CMA).

A minimum of 10 years related experience in a local government setting.

A minimum of five (5) years as a manager in local government, which includes personnel supervision and departmental management.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Chartered Professional Accountant (CA, CGA, CMA)

Possession of a Class 5 BC Driver’s Licence.

Satisfactory Criminal Record Check.

Intermediate diploma in Municipal Administration would be an asset.

APPROVED:

INCUMBENT: _____ DATE: _____

CHIEF ADMINISTRATIVE OFFICER _____ DATE: _____