

City of Castlegar
POSITION DESCRIPTION

POSITION TITLE DIRECTOR OF FINANCE (CHIEF FINANCIAL OFFICER)	DATE MARCH 2019
DEPARTMENT FINANCE	REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

SUMMARY

Reporting to the Chief Administrative Officer, the Director of Finance is a member of the Senior Management Team and plays a key role in the strategic direction of the City. The Director of Finance has a significant impact on all departments in the organization with diversified technical and administrative responsibilities in the areas of Financial Management.

The Director of Finance is responsible for the overall strategic direction and control of the accounting, financial reporting, budgeting, financial forecasting, investing, revenue collections, property taxation, payroll, expenditure control and risk management of the City. This position ensures that all finance and accounting functions are carried out in accordance with established policies, statutes and accepted accounting practices and principles.

REPORTING RELATIONSHIPS

1. The Director of Finance reports to the Chief Administrative Officer (CAO).
2. The Deputy Director of Finance reports to the Director of Finance.
3. All Finance Department support staff report to the Deputy Director of Finance.

RESPONSIBILITIES

1. Municipal Officer assigned the responsibility of financial administration; the powers, duties and functions as defined in the Community Charter Section 149 – Financial Officer.
2. Manages the accounts, budgets and financial control activities for the City of Castlegar to meet the information needs of management, government and statutory bodies.
3. Prepares complex financial reports and analysis as required.
4. Monitors the financial position of the City and makes recommendations to the CAO and Council with respect to strategic management of assets and liabilities.
5. Develops annual strategic and operational objectives for Finance and Purchasing.
6. Ensures that the Finance and Purchasing functions are accomplished in a manner that achieves the overall corporate operating objectives.
7. Contributes to accomplishing the organization’s strategic objectives by advising the Senior Management Team on strategic financial policies and the application/implementation of such policies.
8. Participates as a member of the Management Team in Union Contract negotiations.
9. Attends Council and/or Committee meetings.
10. Produces and issues financial statements and reports for Council and various provincial government agencies as specified by statute, or as requested.

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11. Reviews annual, contracts & fee-for-service charges and recommends changes
12. Assists department heads in developing budget estimates, coordinates budget meetings and produces a provisional budget annually which is consistent with the long range financial plan and participates in its presentation to Council.
13. Conducts financial analyses and provides advice to management and Council regarding major issues and proposals as required and prepares financial bylaws.
14. Lead and critical member of the Asset Management Team.
15. Responsible for risk management and insurance matters for the City.
16. Coaches and assists management in the development and administration of reserve accounts and funds for the City including equipment replacement funds, utility reserve funds, etc.
17. Responsible for the development of short and long term capital and operating budgets and submits recommendations to the CAO and to Council.
18. Develops and implements plans and programs for the establishment of objectives within approved budget allocations.
19. Maintains and operates, within the guidelines approved by the CAO, a performance management/appraisal system for all Finance staff.
20. Performs other duties as may be required from time to time by the CAO.
21. May be required to assume the duties of CAO in his/her absence.

QUALIFICATIONS

Essential	Desirable
Registration as a Chartered Professional Accountant in British Columbia and a member in good standing.	Certified in Local Government Statutory Administration as recognized by the LGMA Board of Examiners or equivalent.
Minimum of five years experience in a senior finance or administration capacity in Local Government or Private Sector.	Asset Management training and qualifications
Solid understanding and knowledge of the <i>Community Charter, Local Government Act</i> and other related statutes.	
Excellent analytical, problem solving and technical skills.	
Ability to develop and maintain positive and collaborative working relationships with staff, Council and a wide variety of stakeholders.	