

Role Summary

Under the general direction of the Chief Administrative Officer (CAO), the Director of Finance is the Financial Officer for the municipality and has the powers, duties and functions assigned through the provisions of the Community Charter. The Director is responsible for the accounting, financial planning, financial ERP systems, payroll, purchasing services, property taxation and utility billing services for the Municipality. The Director is the chief advisor on all financial matters to the CAO, Council, Boards and Committees and may be required to fulfill the duties of Collector.

Qualifications

- Professional accounting designation

Experience:

- Experience presenting to and interacting with an elected Council or Board.
- 10 years related technical experience in municipal finance in successively more senior leadership roles.

Knowledge:

- Professional knowledge and experience in the principles and practices relating to the financial management of the organization.
- Sound knowledge of public sector legislative and regulatory frameworks.
- Sound knowledge of the Local Government Act and Community Charter.
- Thorough knowledge of municipal, provincial and federal legislation as it pertains to all aspects of the financial administration of the municipality.

Abilities and Skills:

- Ability to influence, innovate, adapt and drive change.
- Ability to showcase a strong voice to provide Council with balanced advice on complex municipal, regional, regulatory and policy matters.
- Demonstrated ability to remain abreast of best practice, industry trends and innovative /adaptive approaches.
- Ability to initiate, develop and implement policies, plans and reports for the Department.
- Business and political acumen.
- Culturally astute.
- Technically progressive.
- Politically sensitive with a strong understanding and keen sense of emerging issues and their potential impact on local government strategies.
- An excellent communicator, both verbal and written. Is able to present reports and ideas in an honest, confident, clear and forthright manner.
- Ability to prepare clear and concise reports suitable for the intended audience.
- Ability to plan, coordinate and supervise, directly or through delegation the work of departmental staff.
- Ability to work collaboratively and cross-departmentally to achieve desired results.

Major Accountabilities

Advice & Support to Chief Administrative Officer & Corporate Management Team

- Acts as chief advisor to Council, the CAO, municipal departments, and other bodies as appropriate, on all financial matters affecting the municipality.
- Assists in the preparation of annual corporate Strategic Plans and progress reports.

- Participates as a member of the District corporate Leadership team and contributes to policy development.
- Attends Council and Committee meetings as required.
- Oversees the implementation of strategic projects, initiatives, priorities and plans relating to the department's functions.

Leadership of Staff

- Provides strategic leadership in the areas of accounting, financial planning, purchasing services, payroll, property taxation, utility billing, revenue collection and financial ERP systems.
- Leads by example establishing annual personal performance objectives to be achieved by divisional leaders. Meets regularly with own direct reports to establish annual personal performance objectives and holds accountable for results.
- Hires staff, identifies objectives, establishes work programs and sets priorities. Prepares guidelines for work performance, expenditures and use of resources. Evaluates work of staff, guides and identifies needs for development.
- Motivates staff and provides technical direction and guidance.
- Collaborates effectively with staff from other departments on cross-departmental operational matters and corporate initiatives.
- Works towards effective and harmonious relations with professional associations and unions within the District.
- Promotes progressive communication and public participation approaches.
- Ensures the provision of a safe work environment, equipment, training and supervision for employees

Operational Planning and Management

- Directs the administration and operation of the Finance Department including the development of Departmental Work Plans.
- Monitors and assesses current trends for feasibility and impacts and develops appropriate plans and initiatives.
- Directs the methods and procedures used in the preparation of financial studies and reports.
- Reviews the work of staff for judgement, technical accuracy, adequacy and conformity with established policies, procedures, and standards.
- Maintains professional liaison, as appropriate, with local governments in the region, senior governments, citizens, the news media, community organizations and municipal departments.
- Ensures that the Municipality is adequately represented on appropriate technical boards.
- Carries out the duties of Collector, as required.
- Performs additional duties and exercise additional responsibilities as the CAO may direct from time to time.

Administrative

- Executes agreements and contracts on behalf of the municipality as provided in the District's Signing Authority Bylaw and Purchasing Policies.
- Provides attestation for grant applications and claims, as required.
- Directs the preparation of reports for Council, the CAO, and other bodies, as required.

Leadership and Relationship Skills

- Outstanding leadership skills combined with a participatory, proactive management style.
- Organizational cultural awareness; catalyst for change; team leadership & collaboration.
- Strong interpersonal, problem solving, staff development and customer service skills.
- A superior relationship builder who possesses the presence, stature, knowledge, expertise, and communications ability to generate respect and positive collaborative relationships.
- An effective manager of people who provides value-based leadership. Clearly articulates and models expectations and is willing to be accountable and to hold others accountable in a positive and effective manner.
- Empathetic; sensitive to others; a good listener
- Able to develop a high degree of trust in the workplace and to encourage and reward innovation.
- Manages performance expectations and facilitates ongoing professional development of staff.
- Demonstrated excellent reputation for a high degree of integrity, ethics and principles in all actions.