



JOB DESCRIPTION

September 2025

Position Title: Director of Finance / Chief Financial Officer

Position Category: Exempt (Management)

Department: Finance

Reference: JD-DFO-001

POSITION DIMENSIONS:

Direct Reports	1 (Manager of Finance)
Indirect Reports	2 finance staff (through Manager)
Annual Operating Budget	\$15 million (2025)
Annual Capital Budget	\$5-10 million (varies by year/project)

GENERAL ACCOUNTABILITY & PURPOSE OF THE JOB:

Reporting to the Chief Administrative Officer (CAO), the Director of Finance/Chief Financial Officer (CFO) is the senior financial administrator responsible for corporate-wide financial leadership, stewardship, and compliance. The CFO leads a lean finance function (Manager of Finance plus two staff) and provides strategic advice to the CAO and Council. The role directs budgeting, financial reporting (PSAB), treasury and cash management, taxation and revenue, procurement policy, internal controls, and long-range capital and asset management planning to support sustainable service delivery in a rural, resource-based community.

KEY RESPONSIBILITIES:

Statutory Accountabilities

- Financial Officer statutory duties as outlined in the Community Charter
- Oversee and lead the financial planning and accountability as outlined in the Community Charter

Budgeting & Multi-Year Planning

- Lead development of annual operating and capital budgets; coordinate departmental inputs and assumptions.
- Model multi-year financial plans and rate/fee scenarios; document assumptions and trade-offs.
- Conduct mid-year reforecasting and recommend corrective actions to the CAO and Council.



Financial Reporting & Audit

- Prepare monthly/quarterly variance reports and KPI dashboards for leadership and Council.
- Oversee PSAB financial statements, year-end working papers, and external audit coordination.
- Strengthen plain-language narratives to improve transparency for Council and the public.

Revenue & Taxation Management

- Manage property taxation: rate setting/bylaws, roll changes, collections, arrears.
- Design utility and user fee structures with affordability and cost-recovery lenses.
- Ensure efficient, respectful collection practices and accurate billing processes.

Capital & Asset Management Finance

- Maintain 10–20-year capital plans integrated with service levels and risk priorities.
- Develop lifecycle costing and renewal prioritization with operating departments.
- Assemble financing strategies (reserves, grants, debt, DCCs/fees) with affordability analysis.

Policy, Risk & Treasury

- Draft, recommend, and maintain policies (reserves, debt, investments, procurement).
- Maintain a financial risk register; recommend mitigations and monitor progress.
- Manage banking relationships, cash flow forecasting, and investments within policy.

Internal Controls & Compliance

- Design right-sized controls for AP/AR, payroll, cash handling, and banking.
- Ensure monthly reconciliations, exception monitoring, and documentation.
- Maintain compliance calendars for bylaws, legislation, and audit requirements.

Grants & External Funding

- Scan funding programs; coordinate and prepare competitive grant applications.
- Administer claims, reporting, and audit files to ensure compliance.
- Support departments to maximize eligible external funding.

Procurement & Contract Support

- Plan procurement with departments; develop RFP/RFQ/ITT documentation and schedules.
- Support evaluations, debriefs, and award recommendations; ensure fairness and transparency.
- Promote contract management practices aligned to policy and risk tolerance.

Leadership & People Development

- Lead, mentor, develop and supervise the Manager of Finance and finance staff; set goals and provide coaching.



- Build cross-training/coverage capacity and support succession planning.
- Model professionalism, collaboration, and continuous improvement.

Interdepartmental Support & Service Partnering

- Provide costing/pricing for programs and projects across Public Works, Recreation, and Administration.
- Advise on capital scoping, phasing, and affordability with operating managers.
- Deliver responsive financial advice focused on enabling service outcomes.

Council, Committee & Public Communications

- Prepare reports and presentations for Council and committees in plain language.
- Engage residents on budgets, fees, and financial matters with clarity and respect.
- Respond to inquiries with timely, fact-based information.

Systems, Data & Process Improvement

- Provide governance oversight of financial systems and collaborate on cybersecurity, continuity and vendor management.
- Improve ERP/reporting tools, data quality, and chart of accounts discipline.
- Automate routine reporting where practical; document procedures (SOPs).
- Promote cybersecurity and privacy best practices for financial data.

ORGANIZATIONAL RELATIONSHIP:

Reports to the Chief Administrative Officer (CAO). Directly supervises the Manager of Finance and two finance staff (through the Manager). Works closely with department heads and managers across Public Works, Recreation, and Administration. Liaises with external auditors, provincial ministries, funding agencies, financial institutions, vendors, and the public; provides advice and presentations to Council and committees.

QUALIFICATIONS:

EDUCATION/TRAINING

- CAO designation or an equivalent combination of professional accounting training and senior public sector finance experience.
- Bachelor's degree in accounting, Finance, Commerce, or Public Administration preferred.
- Advanced training in public sector/municipal finance, PSAB, and asset management considered an asset.



- Ongoing professional development in leadership, risk, and public sector financial management.

EXPERIENCE

- Seven (7)+ years of progressively responsible financial management experience, including supervisory experience, preferably in local government.
- Demonstrated experience in multi-year budgeting/forecasting, PSAB reporting/audit, property taxation and utilities, and capital/asset management financing.
- Track record leading small teams and improving financial processes/systems in resource-constrained environments.

OCCUPATIONAL CERTIFICATION

- Chartered Professional Accountant (CPA) or eligible and committed to completion.
- Valid Class 5 BC Driver's Licence.

KNOWLEDGE:

- Public Sector Accounting Standards (PSAS/PSAB) and municipal financial best practices.
- Community Charter and Local Government Act financial provisions; taxation and assessment cycles; FOIPPA awareness.
- Asset management frameworks (PS 3150 alignment, lifecycle costing) and capital financing tools (reserves, debt, grants).
- Procurement, risk, insurance basics, and internal control frameworks appropriate to a small team.
- Financial ERPs/report writers, advanced Excel, and data quality/governance principles.

SKILLS & ABILITIES:

- Strategic analysis and option framing; clear, plain-language communication and presentations to Council and public.
- Leadership, coaching, delegation, and performance management within a lean team; strong collaboration across departments.
- Sound judgement, political acuity, and confidentiality; organized and calm under pressure; continuous improvement mindset.

CORE COMPETENCY PROFILE:

STRATEGIC FINANCIAL LEADERSHIP

Provides forward-looking financial leadership aligned with CAO/Council direction; anticipates opportunities and risks in a resource-based economy.

- Long-term fiscal strategy; reserves/debt affordability modeling; scenario/stress testing.



- Clear option analysis and recommendations for Council decisions.
- Balances short-term service needs with long-term sustainability.

MUNICIPAL BUDGETING & FORECASTING

Leads operating/capital budgets and multi-year plans; ensures legislative compliance and transparent assumptions.

- Departmental consolidation; rate/fee modeling; cash-flow forecasting.
- Mid-year reforecasting; variance management; documentation of assumptions.
- Plain-language presentation of trade-offs and impacts.

FINANCIAL REPORTING & ACCOUNTABILITY

Ensures accurate, timely PSAB reporting and clear, accessible narratives to build public trust.

- Monthly/quarterly variance reports; year-end files; audit coordination.
- KPI dashboards and analysis for leadership and Council.
- Plain-language public reporting and transparency.

CAPITAL ASSET & INFRASTRUCTURE MANAGEMENT

Integrates asset management into financial planning to sustain roads, utilities, and recreation facilities.

- Lifecycle costing; renewal prioritization; 10–20 year capital plans.
- Capital financing: reserves, grants, debt; affordability analysis.
- Tight coordination with asset owners/operations.

INTERNAL CONTROLS & COMPLIANCE

Designs and monitors right-sized controls; ensures compliance with legislation, bylaws, and audit standards.

- AP/AR, payroll, cash handling, reconciliations; segregation of duties with compensating controls.
- Compliance calendars; documentation; prompt corrective actions.
- Integrity, confidentiality, and control awareness across the organization.