



DIRECTOR OF FINANCIAL SERVICES AND INFORMATION TECHNOLOGY (EXEMPT)

\$138,675 – 159,396 annually (2023 rates)

The District of North Saanich is seeking applications from motivated professionals to serve in the capacity of the Director of Financial Services.

The Director of Financial Services is responsible for the statutory duties of the Chief Financial Officer, including the overall management of financial functions, strategic financial planning, information technology, and the District's financial and budgetary affairs. In this role, you will be required to attend Council and Committee meetings, propose bylaws and resolutions and subsequent amendments relating to expenditures, revenues, tax levies and other fiscal and operating matters. You will advise the Chief Administrative Officer and, when required, the Council on financial and economic matters, coordinate the implementation of programs approved in the budgets, and develop short and long-term economic goals for the District. In addition, you will maintain an accounting system that satisfies the requirements of the District, utilize significant judgement, initiative and conceptual thinking in the planning, development and implementation of vital programs and policies affecting the Financial Services Department.

The successful candidate will be expected to have an Undergraduate degree in accounting or financial administration or other relevant field, plus a designation from an accredited accounting program (equal to one to two years of study). Six (6) years related experience at a senior level in a local government setting, or equivalent combination of education, training, and experience.

More information on this opportunity is available on the District's website at www.northsaanich.ca.

The District of North Saanich offers a competitive compensation and benefits package.

Interested applicants should forward their resumes and cover letters quoting competition number 23-35, on or before **4:00 PM Friday, December 8th, 2023** to:

Rachel Dumas, Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however, only those selected for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Department: FINANCIAL SERVICES

Position Title: DIRECTOR OF FINANCIAL SERVICES AND INFORMATION TECHNOLOGY

Effective Date: January 2010

Revised Date: November 2023

Reports to: Chief Administrative Officer

Positions Supervised: Manager of Financial Services (1), Financial Analyst (1), Procurement Coordinator (1), Network Support Technician (1)

Position Summary

The Director of Financial Services is responsible for the statutory duties of the Chief Financial Officer, including the overall management of financial functions, strategic financial planning, information technology and the District's financial and budgetary affairs.

Key Responsibilities

In addition to those duties prescribed by any Statute or other Bylaw or Resolution of the Council for the officer responsible for financial administration, and under the general direction of the Chief Administrative Officer the powers, duties and responsibilities of the Director of Financial Services, which is an officer position, are:

- Administers the affairs of the Finance Services Department.
- Prepares the provisional, annual and long-term capital budgets for submission to the Chief Administrative Officer.
- Attends Council and Committee meetings from time to time as required by the Chief Administrative Officer.
- Proposes Bylaws and resolutions and subsequent amendments relating to expenditures, revenues, tax levies and other fiscal and operating matters within area of responsibility.
- Advises the Chief Administrative Officer and, when required, the Council on financial and economic matters relating to the District.
- Coordinates the implementation of programs approved in the budgets to ensure adequate funding, utilization and control of money spent by or on behalf of the District.
- Procures or arrange to procure all goods and services required by the District according to policy.
- Recommends to the Chief Administrative Officer the appointment, promotion and dismissal of staff in the Finance Department.

- Develops short and long range economic goals for the District.
- Develops and maintain an accounting system in line with the requirements of the District.
- Invests revenue funds, until they are required in accordance with the Local Government Act.
- Utilizes significant judgment, initiative and conceptual thinking in the planning, development and implementation of vital programs and policies affecting the Financial Services Department.
- Works to ensure that longer term strategic goals of North Saanich are realized as part of the senior management team.
- Oversees the District's information technology systems, including network administration, planning for hardware/software requirements, cyber security awareness training, and risk mitigation.
- Performs other related duties as assigned by statute or the CAO and may be appointed by the CAO to act in that capacity when required.

Qualifications

Education:

- Undergraduate degree in accounting or financial administration or other relevant field; plus a designation from an accredited accounting program (equal to one to two years of study).

Experience:

- Six (6) years related experience at a senior level in a local government setting; or equivalent combination of education, training and experience.

Knowledge, Skills, and Abilities

- Leadership and facilitation skills.
- Supervisory experience.
- The ability to establish and maintain effective working relationships with other employees, officials and the public.
- Knowledge of the District's administrative policies and procedures, and of all District by-laws.
- Considerable knowledge of all relevant legislation such as the Local Government Act, the Community Charter, and other pertinent legislation.
- Ability to present conclusions and recommendations of studies and investigations clearly and concisely, orally or in writing.
- Membership in or qualification to become a member in the Local Government Management Association and the Government Financial Officers Association.
- Information technology experience would be considered an asset.

Job Provisos

- Requires after-hours work to attend Council and Committee meetings.