



Manager of Financial Services (EXEMPT)

\$115,894 – 133,212 annually (2024 rates)

The District of North Saanich is seeking applications from motivated professionals to serve in the capacity of the Manager of Financial Services as a result of an internal promotion, reflecting our ongoing commitment to employee growth and advancement within our municipality.

Under the supervision of the Director of Financial Services and Information Technology (IT), the Manager of Financial Services is responsible for a wide range of duties related to the day-to-day operation of the Financial Services Department.

The successful applicant must possess a professional accounting designation (CPA), five years of progressive related accounting and/or audit experience, including experience managing employees preferably in a municipal environment, or an acceptable combination of education, training, and experience.

The District of North Saanich offers a competitive compensation and benefits package. More information on this opportunity is available on the District's website at www.northsaanich.ca.

Interested applicants should forward their resumes and cover letters quoting competition number 24-03, on or before **4:00 pm Tuesday, February 13, 2024** to:

Rachel Dumas, Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, BC 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

Section Name: FINANCIAL SERVICES

Position Title: Manager of Financial Services

Effective Date: January 2017

Revised Date: January 2024

Reports to: Director of Financial Services and Information Technology (IT)

Positions Supervised: Accounting Clerk III (3), Administrative Assistant (1)

Position Summary

Under the supervision of the Director of Financial Services and IT, the Manager of Financial Services is responsible for a wide range of duties related to the day-to-day operation of the Financial Services Department.

Key Job Duties

In addition to those duties prescribed by any Statute or other By-Law or Resolution of the Council for the officer responsible for financial administration and Collector duties, and under the general direction of the Director of Financial Services and IT, the powers, duties and responsibilities of the **Manager of Financial Services**, which is an officer position, are:

- Performs Collector duties as required by statute including related duties such as oversee the upload of Assessment Roll and Supplemental Roll data, production of property tax notices and tax sale process.
- Manages departmental staff and other part-time or temporary staff assigned to the Financial Services Department responsible for main reception and switchboard, District mail, cashiering, revenue administration, accounts receivable, collections, utility billing, and other related functions.
- Independently authorizes overtime, leaves of absence, evaluates work performance and disciplines Financial Services Department staff. Decisions regarding discipline and discharge, hiring, promotion and demotion will be made in consultation with the Director of Corporate Services and the Director of Financial Services and IT.
- Gathers and interprets data and prepares reports and financial information for collective bargaining as requested. Assists in the preparation of management collective bargaining proposals when requested.

- Interprets and applies collective agreement provisions in the management of Financial Services Department staff (Revenue Section); and, handles grievances, including receiving first and second level grievances. Assists the Director of Financial Services and IT in the preparation and monitoring of the District 5 Year Financial Plans and the annual Departmental business plan.
- Coordinates department activities with other departments and agencies, representing the department and District on inter-departmental and inter-agency committees as requested by the Director.
- Assists the Director in preparing and making presentations to Council as required.
- Recommends to the Director and assists in the development of effective District and departmental financial management policies and procedures.
- Assists the Director of Financial Services and IT in the development of succession planning, business continuity and disaster recovery plans related to financial administration and staff.
- Assumes the authority and responsibilities of the Director of Financial Services and IT in their absence.
- Performs other related duties as required.

Qualifications

Education:

- A professional accounting designation (CPA), and
- Diploma or university degree in a related field.

Experience:

- Five years of progressive related accounting and/or audit experience, including experience managing employees, preferably in a municipal environment; or
- An equivalent combination of education, training, and experience.

Knowledge, Skills, and Other Requirements:

- Ability to analyze and evaluate accounting procedures and systems and recommend and implement changes and improvements as required.
- Good working knowledge of Public Sector Accounting Board requirements and, working knowledge of Community Charter, Local Government Act and related statutes.
- Excellent leadership, financial management, team building, communication, analytical, problem solving, time management; coaching, mentoring and supervisory skills.
- Strong working knowledge of information technology systems including MS Office Suite, Vadim or other municipal accounting software applications.

Job Provisos

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