



DISTRICT OF CLEARWATER

JOB TITLE: Director of Finance, ICBC & MV Services

NATURE AND SCOPE OF WORK:

Reporting to the Chief Administrative Officer (CAO), the Director of Finance, ICBC & MV Services participates as a member of the Senior Leadership Team and leads the maintenance of the financial health of the District within the administration.

The Director of Finance, ICBC & MV Services is responsible and accountable for three key portfolios: financial services, the administration of Insurance Corporation of British Columbia (ICBC) and Motor Vehicle services, and the Front Desk service delivery for the District. The incumbent will lead District's financial planning, statutory and compliance reporting, administration of our financial affairs, overseeing the delivery of ICBC and MV services, and continuous process optimization and portfolio change management. Additionally, this role will maintain the statutory officer designation and be responsible for the duties of the Financial Officer pursuant to the *Community Charter* and *Local Government Act* of BC.

Major Duties and Responsibilities (non-exhaustive):

- Develops annual operating objectives, short, medium, and long-term plans for the Finance, ICBC and MV Services department in alignment with Council's strategic plan and direction for review by the CAO.
- Collaborate with the CAO and other members of the Senior Leadership Team on projects and plans development, example: labour negotiations, 5-year financial plan or annual plan costing; support the gathering and interpretation of data for studies, reports, and recommendations.
- Provides leadership and oversee the development and implementation of the annual capital and operating budgets and 5-year plans in conjunction with other members of the Senior Leadership Team.
- Manages assigned portfolios to achieve goals within available resources; plans, and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff performance; reviews and directs changes as needed.
- Oversees, explores, and advances progressive a tax/fee structure/program to maximize equity while ensuring appropriate revenue generation in alignment with Council direction.
- Explore and advances process improvement and departmental change management initiatives.

- Review, interprets, and disseminates relevant public policy documents including legislation or regulations as necessary.
- Works closely with other members of the Senior Leadership Team and departments in the development, implementation, and management of a municipal asset management strategy/program.
- Incorporate and advance service delivery models that take into consideration full-cost accounting principles, practices, and natural capital assets.
- Attends and actively participates in various meetings including Council, Committee, Working Group, leadership team, partner organization, Open Houses, public and other business meetings. Additionally, may be appointed as a subject matter expert or staff liaison on select committees.
- Provide professional advice, make presentations to Council, committees, working groups, leadership team, partner organizations, and the public.
- Review existing and support the process of developing new public policy instruments including but not limited to bylaws and policies.
- Develops and manages the team's work schedule, workflows, and priorities, and actively pursue opportunities to improve operational efficiencies and effectiveness.
- Build, support, and maintain a positive culture consistent with District values. This includes providing mentoring support and acting quickly to resolve conflicts.
- Prepares various studies, reports, and related documents for review by the CAO, Senior Leadership Team, Council, and committees for decision-making purposes.
- Establishes and enhances appropriate financial procedures and controls ensuring all District financial matters are kept safe and that expenditures and disbursements are aligned with legislations, bylaws, plans, and direction of Council.
- Support the overall procurement program of the District and directly oversees approval processes for all departmental purchase requisition and expenditures in accordance with approved Purchasing Policy.
- Ensure that inquiries and complaints regarding departmental policies, processes, and service delivery are handled promptly, effectively, and efficiently in accordance with the District's values.
- Engage in continuous learning through the attendance of professional development initiatives to include but not limited to attendance of conferences, workshops, courses, or other means in the fields of local government, finance and accounting, risk management, leadership, insurance, administration, legal or other field related to municipal governance.

- Lead and/or assist in the preparation of legal documents.
- Support grant funding opportunities including during the application process as well as the financial administration and reporting for successful applications.
- Assist other departments with the development, evaluation, and assessment of projects and programs.
- Through collaboration with the CAO and the Senior Leadership Team, develops and administers the District's risk management program; advises on and implements necessary insurance policies for District Functions; conducting internal audits to identify gaps and evaluate opportunities for improvements.
- Lead the annual financial audit process and serve as the liaison for the District with the Auditor(s).
- Maintains open and professional communication with relevant governments, government agencies, and other entities; represents the District at various intergovernmental and/or provincial meetings.
- Support recruitment and retention efforts of the department and organization.
- Act as signing officer for the District.
- Other duties as assigned from time to time by the CAO.

Key Competencies:

Business Acumen	Exemplary accounting experience coupled with strong financial and analytical skills necessary oversee department portfolios.
Collaboration and Negotiation	Able to work collaboratively across departments and with external agencies/groups to ensure ideas, proposals and solutions of all stakeholders are considered. Able to meet a variety of time-sensitive and legislative deadlines.
Communication	Excellent interpersonal, oral, and written communications skills. Able to produce and present complex and technical reports/materials to various audiences including Council.
Conflict Management	Able to resolve conflict with a professional manner and calm demeanor, and to deal effectively with the public, staff, elected officials, and external agencies.
Decision Making and Problem Solving	Advanced analytical, problem solving and decision-making skills, utilizing sound judgment.
Leadership	Able to encourage, inspire and support others to deliver. Leads by example in maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
Planning and organizing	Strong planning, organization, and project management skills. Able to meet deadlines, multi-task and manage time effectively, while delivering high quality results.

Professionalism	Exemplifies ethical practices, professionalism, and personal integrity in performance of duties.
Results and Quality Focus/Attention to Detail	Proven ability to perform with a high level of attention to detail and accuracy. Competent in research techniques with exceptional analytical skills. Sound project management skills.
Teamwork	Works effectively as both a team leader and team member, promoting team cohesion, inclusion, and collaboration in an open and transparent way.

Required Skills, Knowledge, Ability, Licenses and Special requirements:

1. Possession and maintenance of a Chartered Professional Accountant (CPA) designation in good standing within appropriate bodies in Canada or nearing completion will be considered.
2. Minimum of five (5) years of progressive financial leadership experience, three (3) years of which has been at a senior financial management level with either a municipality, regional district, or other related local government body.
3. Comprehensive knowledge of British Columbia's Community Charter, Local Government Act, and other relevant provincial and federal legislation and regulations.
4. Excellent knowledge of accounting, financial management, and auditing principles and practices, including internal control systems, best practices for developing procedures, and District budget development and management processes.
5. Demonstrated leadership and communication skills oral and written.
6. Self-motivated with demonstrable experience solving complex and sensitive challenges with tact, diplomacy, and discretion while modelling a collaborative and continuous improvement approach to workplace culture.
7. Highly skilled and proficient in various software platforms including MS Office Suite, specifically Excel, and District Software, preferably MAIS, MAIS Pay, Booking, Septage Plus.
8. Strong leadership, managerial, change management skillset, training, or experience within a unionized environment will be a strong asset.
9. Ability to establish and maintain effective working relationships with politicians, senior staff, employees, other agencies and strong commitment to customer service and public relations.