

JOB DESCRIPTION

DIRECTOR OF FINANCIAL SERVICES



Position Title:	Director of Financial Services – Financial Officer
Department:	Financial Services
Supervisor:	Chief Administrative Officer
Subordinate Positions:	Senior Accounting Clerk, Accounting Clerk, Payroll Accounting Clerk

POSITION FUNCTION

The Director of Financial Services is a senior management position responsible for the strategic leadership and oversight of the financial operations of the municipality. This position fulfills the statutory obligations of the Financial Officer under the *Community Charter* and ensures compliance with all applicable local government legislation and public sector accounting standards.

The position provides financial stewardship, policy guidance, and operational direction across key financial functions, including budgeting, accounting, reporting, taxation, investment, debt management, asset management and procurement. The Director of Financial Services is a member of the senior leadership team and contributes to corporate-wide planning, risk management, and long-term financial sustainability.

KEY DUTIES

1. Statutory and Regulatory Compliance
 - Act as the statutory Financial Officer in accordance with the *Community Charter*.
 - Ensure compliance with Public Sector Accounting Board (PSAB) standards, provincial financial reporting requirements, and relevant regulatory frameworks.
2. Financial Management and Planning
 - Lead the development and administration of the five-year financial plan and annual operating and capital budgets.
 - Provide strategic financial advice to the CAO, the Leadership team, and Council on fiscal issues, funding strategies, and asset management.
 - Oversee financial reporting, including the preparation of annual financial statements, variance analysis, and quarterly and annual reports.
3. Revenue and Expenditure Oversight
 - Direct the administration of property taxation, utility billing, grants, user fees, and other revenue sources.
 - Monitor municipal expenditures, capital project financing, and reserve fund balances to ensure alignment with approved strategic plans and budgets.
4. Treasury and Risk Management
 - Manage the municipality's investment portfolio, debt servicing, and cash flow requirements.
 - Oversee financial risk management, internal controls, insurance, and policy development to protect municipal assets.

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5. Procurement and Contracting
 - Oversee procurement policies and practices to ensure transparency, efficiency, and legal compliance.
 - Provide support for major procurement activities, vendor relations, and contract administration.
6. Leadership and Departmental Management
 - Lead the Finance department, including staff supervision, performance management, and professional development.
 - Promote a culture of accountability, customer service, and continuous improvement within the department.
 - Support cross-departmental collaboration and integration of financial practices into broader municipal functions.
7. Audit and External Relations
 - Coordinate the annual audit process and liaise with external auditors.
 - Engage with provincial ministries, funding agencies, and other stakeholders on financial matters and reporting requirements.

Performs related duties as assigned by the Chief Administrative Officer.

INDEPENDENCE

Manage day to day activities of the Financial Services department and manage the statutory responsibilities of a Financial Officer with minimal supervision.

WORKING CONDITIONS

Physical Effort and Environment:

- Primarily office environment with sustained time at workstation.
- Attends meetings regularly in the municipal hall or within the Town.
- Sustained concentration and accuracy required while maintaining approachable attitude.

KEY SKILLS AND ABILITIES

- In-depth knowledge of BC municipal legislation, including the *Community Charter* and *Local Government Act*.
- Strong leadership, strategic planning, and problem-solving skills.
- Advanced understanding of public sector financial principles, internal controls, and risk management.
- Excellent communication and interpersonal skills, including the ability to compose and present complex financial information clearly.
- Proficiency in financial management software and enterprise systems (Vadim/iCity).
- Demonstrating a positive and respectful attitude, showing commitment, and displaying a high degree of integrity.
- Establish and maintain effective working relationships with other municipal staff, elected officials, external stakeholders, and the public.

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COMPENSATION

This position is compensated at the Director 1 salary level in accordance with Osoyoos Exempt Staff Compensation Policy HR-019.

QUALIFICATIONS

Education:

- Chartered Professional Accountant (CPA) designation is required.
- Bachelor's degree in accounting, Finance, Business Administration, or a related discipline is preferred.
- Master's degree in public administration, Finance, or a related field is considered an asset.

Experience:

- Minimum 5-7 years of progressively responsible financial management experience, preferably in the local government or broader public sector.
- Demonstrated experience in budgeting, financial reporting, asset management, and treasury operations.
- Experience advising on public financial policy is an asset.

OTHER

- An RCMP Enhanced Security ("Criminal Record Check") is required prior to the position being offered.
- Valid BC Driver's license.
- May be requested to obtain additional certification and/or training related to current job classification.