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With a west coast climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is an ideal location to live, work, and play.

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## DIRECTOR OF FINANCE/CFO

We are seeking a seasoned CFO to help serve our growing community and build on the City of Campbell River's award-winning 10-year Financial Stability and Resiliency plan.

Leading the Finance team and reporting to the City Manager, you will direct a diverse portfolio including all functions related to financial reporting, accounting, departmental budgeting, payroll, revenue collection, expenditure control, procurement and risk management. This position is responsible for stewardship of the City's financial resources and assets, and provides strategic advice on municipal finance and financial stability.

Complementing a university degree in Public or Business Administration or a related field, candidates will have:

- A professional financial designation of Chartered Professional Accountant (CPA)
- Project Management Professional (PMP) Certification
- Advanced local government administrative training
- A minimum of eight (8) years of progressive experience at a senior management level of municipal government or other public sector organization
- A minimum of three (3) years of supervisory experience
- A focus on results with strong leadership, relationship building and communication skills

Success in this role will require expert knowledge of municipal government financial operating processes, along with related legislation. Thorough knowledge of the principles, best practices and concepts related to financial management and accounting, including budget formulation and maintenance processes, investment and cash flow projections is critical.

This exempt position offers a competitive salary, commensurate with qualifications and experience, as well as an attractive benefit and vacation package.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

Please include verification of your education and certifications with your application.

**This posting closes at 4:30 pm on Thursday, June 28, 2018.**

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Please send your resume with covering letter, quoting **Competition EXT-18-46** to:



Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

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We thank all applicants, however, only those selected for interviews will be contacted.



## Job Description

### DIRECTOR of FINANCE / CFO

**Approval Date:** February 2018

**Division:** Administration

IAFF

CUPE

Management

**Title of Immediate Supervisor:** City Manager

#### General Accountability:

##### Purpose and Scope

Reporting to the City Manager, the Director of Finance/CFO has accountability and responsibility for all functions related to financial reporting, accounting, departmental budgeting, payroll, revenue collection, expenditure control, procurement, and risk management. The position provides overall direction and leadership for these functions, with an emphasis on developing and implementing strategic goals and delivery of service. The position is responsible for the stewardship of the City's financial resources and assets and provides strategic advice to Council through the City Manager on municipal finance and financial stability.

The Director of Finance/CFO may delegate portions of their job responsibilities to managers within their portfolio, but may not delegate or relinquish overall responsibility and accountability for the performance of their function.

This position will fulfill the statutory duties of *Financial Officer* in accordance with the *BC Community Charter*.

#### Nature and Scope of Work

- Ensures effective and efficient operation of all areas of responsibility, in accordance with applicable policies, bylaws, legislation, objectives and practices;
- Engages in strategic planning to establish appropriate resource and service levels to meet operational goals;
- Reviews work of responsible areas for attainment of objectives and co-ordination/alignment with the work of other functions and/or departments within the organization;
- Provides general direction to reporting supervisors and staff with an emphasis on the planning, development and implementation of programs and operations;
- Oversees and recommends policy and service development in the areas of responsibility to secure the financial sustainability of City infrastructure and services;
- Researches and develops plans and policies for complex projects and issues of a particularly complex or politically sensitive nature that may have City-wide implications;
- Develops and manages senior level internal relationships;
- Liaises with and provides advice on long and short-term revenue generation plans and cost-effective delivery solutions for future works and services to the senior management team;
- Represents functional areas on cross functional senior leadership teams;
- Develops, builds and manages strategic external relationships and represents the organization to the local community, outside agencies and clients with a consistent strong, positive image;
- Participates in various external committees to exchange information and provide the City's perspective as it relates to those committees and agencies;
- Ensures customer service focus is maintained by implementing continuous improvement processes for business development, setting standards for customer service, resolving conflicts and responding to feedback from customers;

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- Ensures Council is kept up-to-date and informed on a variety of issues by conducting research and analyses and providing reports and updates on projects and activities of responsible areas;
  - Provides advice, recommendations and follow-up to Council or committees of Council on matters affecting the growth and development of the City and the management of policy and legal issues as they pertain to the functional areas of responsibility;
  - Responsible for managing employees who report directly through this position, including hiring, promotions, approval of training programs, verbal and/or written performance assessments, coaching, conflict resolution, discipline and termination;
  - Oversees departmental operations to promote a positive labour relations environment while ensuring effective and expeditious responses to labour relations matters;
  - Leads the preparation of annual and long-term operating and capital budgets, ensuring optimal cost and budget control by developing, implementing, monitoring and reporting on the budget on a scheduled basis and by taking corrective measures as needed;
  - Ensures the City's cash assets are invested wisely and strategically;
  - Approves expenditures of funds up to established limits as approved in accordance with the City's resolutions and policy directives;
  - Keeps major financial planning projects on task and on budget by acting as Project Sponsor and by giving guidance and direction to the Project Manager;
  - Reinforces the value system of the organization and the critical importance of effective and efficient working relationships;
  - Oversees the safety program for responsible functions;
  - Keep abreast of trends and developments in municipal operations and recommends new and innovative approaches to enhance the performance of the City.
  - All staff employed by the City of Campbell River will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

*These key duties are general descriptions of the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

### **Necessary Qualifications**

#### **Technical knowledge and skills:**

- Thorough knowledge of the Community Charter and Local Government Act and related local government operations and governance, including city bylaws, policies and procedures.
- An understanding of the current legal environment in which the municipality operates including applicable federal, provincial and local legislation, regulations, standards and guidelines.
- Thorough knowledge of the principles, best practices and concepts related to financial management and accounting, including budget formulation and maintenance processes, investment and cash flow projections.
- Expert knowledge of the financial operating process of a municipal government along with related legislation;
- Knowledge of human resources and labour relations practices and related legislation;
- A well-defined sense of diplomacy, including solid negotiation and conflict resolution skills, as well as political astuteness;
- Strong technical skills related to interpretation of complex bylaws, resolutions, agreements and contracts;
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts;
- Departmental and corporate long-range plans;
- An understanding of inter-government relationships.
- Fluency with all aspects of Microsoft Office Suite and departmental specific software.

**Key Competencies:**

<b>Key Competency</b>	<b>Job Specific Requirements</b>
Accountability and Reliability	Takes personal ownership and responsibility for the quality and timeliness of work commitments and demonstrates integrity on a daily basis. Follows organizational guidelines, professional standards, regulations and principles.
Collaboration and Negotiation	Works with others to foster mutual understanding of complex initiatives and sensitive situations, ensuring ideas, proposals and solutions from all participants are considered. Explains and advocates facts and ideas in a convincing manner while communicating and negotiating with individuals and groups. Works collaboratively to resolve conflicts as well as reach solutions that best meet organizational needs and goals.
Communication	Expresses information, thoughts and ideas clearly in different contexts (e.g. oral, written) to individuals and groups. Utilizes active listening skills and summarizes information according to the audience in order to promote engagement and increase understanding. Builds a culture that supports open and timely communication. Coaches others in giving and receiving feedback.
Decision Making and Problem Solving	Analyzes situations, diagnoses problems, identifies key issues, and establishes and evaluates alternative courses of action in order to make concrete, well-informed, sound decisions that support the overall organization and demonstrate integrity. Exercises sound judgement in assessing and applying the impacts of decisions involving policy and procedures, guidelines and legislation in various contexts.
Leadership	Establishes credibility, influences others, encouraging, motivating, inspiring and supporting others to deliver. Has the ability to understand how individuals, at all levels, operate and how best to use that understanding to achieve objectives. Actively seeks positive change for the organization by capitalizing on opportunities. Leads by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
Networking and Relationship Building	Interacts with others in ways that advances the work of the organization by developing respect, mutual understanding and productive working relationships with stakeholders (eg. general public, media, business, representatives of all levels of government, City staff and Council).
Planning and Organizing	Organizes own time effectively, delegates appropriately, prepares in advance and sets realistic timeframes. Makes sure resources are used efficiently and effectively and monitors progress toward operational or strategic objectives. Able to prioritize a workload that may have competing interests and adapt readily to rapidly changing demands and circumstances.
Results & Quality Focus	Achieves desired results by focusing on key priorities and allocating appropriate resources. Regularly uses results to assess progress towards objectives and modifies strategies as required.
Strategic Focus	Uses strategic and business plans in support of effective, timely decision making.

	Champions cross-departmental and corporate initiatives and strategies. Manages the impact of strategic initiatives across departments.
Teamwork	Fosters effective working relationships by working willingly and cooperatively within diverse groups of people in order to achieve departmental and organizational goals. Participates actively in group activities, encouraging departments to work cooperatively and takes personal accountability to foster teamwork across areas of responsibility and the organization as a whole.

**Education/Training/Certification:**

- University degree in public or business administration, or a related discipline, supplemented by supervisor, management or other related studies.
- A professional financial designation of CPA.
- Project Management Professional (PMP) Certification.
- Advanced local government administrative training.
- Must possess and maintain a valid BC driver's license as per City policy.

**Experience:**

- Minimum of eight (8) years progressive experience at a senior management level of municipal government or other public sector organization including at least three (3) years in a supervisory capacity.
- Experience and/or familiarity with the relevant functions.