



Village of Burns Lake

DIRECTOR OF FINANCIAL SERVICES

The Village of Burns Lake, located in the heart of B.C.'s gorgeous Lakes District west of Prince George, is looking for an energetic and experienced Director of Finance to take a leadership role in financial planning, management, and budgeting for the municipality. More than 13,500 people call Burns Lake and the surrounding Regional District of Bulkley Nechako home, which has over 5000 kilometres of beautiful shorelines and some of the finest outdoor recreation opportunities on the continent.

Burns Lake boasts an exciting 160 acre mountain bike park built to Whistler standards; an active snowmobiling club, riding some of the deepest powder around; a world class cross country ski facility – with recent Olympians and Olympian hopefuls; and an active Arts Council which brings in the best musicians and performers from the province and beyond.

Working with a committed Village Council and staff, the Director of Finance will oversee the Village's three million dollar budget. This demanding yet rewarding position is ideal for a skilled worker who is looking for a challenge, and who enjoys working with a lively group of other professionals. Applicants should either hold an accounting designation or be in the senior level of training towards one. This director will be responsible for overseeing the creation of capital plans, five year financial plans, annual budgets, and sustainability initiatives. The Village of Burns Lake encourages you to also be a member of a professional association and be willing to further your knowledge by attending appropriate professional development offerings.

Burns Lake is a vibrant and dynamic community with a strong First Nations and pioneering heritage. The Village of Burns Lake staff are a diverse and talented group, willing to take on new challenges – we are looking for a creative, innovative, and enthusiastic individual to join our team!

The successful applicant will be strong, confident, professional, and skilled in collaborating with council, the business community, other government jurisdictions, including First Nations, and will assist the CAO in many aspects of municipal operation.

Strong credentials in local government finance and administration, a good track record of sound decisions at a senior level and demonstrated proficiency in mentoring and training staff will be important to the selection committee.

A recent and detailed job description is available at www.burnslake.ca.

The salary will reflect the level of experience and responsibility. Additionally, a comprehensive benefit package is available.

Candidates should make application to:

Sheryl Worthing, Chief Administrative Officer
Box 570, Burns Lake, BC V0J 1E0
sworthing@burnslake.ca

Closing date 10:00 AM June 26th, 2017.

Please include 3 references

(We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for interviews will be contacted)



JOB DESCRIPTION

Director of Financial Services

June 2017

DEFINITION

Under the general direction of the Chief Administrative Officer, the Director of Financial Services is responsible for financial matters within the Municipality and acts as the chief adviser to Council and the CAO on all such matters. The Director of Finance directs the accounting and budgeting function, tax, insurance and functions as Office Manager of the Village administrative staff. In the absence of the CAO, the Director of Finance may assume those duties of the CAO as they relate to the supervision of all departments.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

- Administers the day-to-day affairs of the Department.
- Act as chief advisor to the CAO and Council and standing committees of Council on all financial matters, specifically including funding and budget control.
- In the absence of the CAO, may provide supervision to all departments including the preparation of Council agendas and providing recommendations to Council in accordance with adopted policies and procedures.
- Direct the planning, organization and maintenance of central accounting, fiscal and capital budgets, the investment program, bond program and other related activities.
- Directs all aspects of all municipal funds and securities.
- Responsible for developing and implementing long term financial plans as approved by Council.
- Responsible for keeping a complete and accurate account of all assets and liabilities, and of all transactions affecting the financial position of the Municipality.
- Oversees the preparation of statements and reports on municipal financial affairs for administrative officials, Council, and the general public; direct the preparation of revenue, expenditure, debt and other operating and financial statements.
- Responsible for compiling and supplying any information relating to the financial affairs of the Municipality as required by the Inspector of Municipalities.
- Has the power to inspect the records of and to direct any official of the Municipality, or of any administrative body handling municipal funds, in matters involving the responsibility of the Treasurer.
- Recommends to the CAO by-laws and resolutions and subsequent amendments relating to expenditures, revenues, tax levies, and other fiscal and operating matters within their area of responsibility.

- Attend Council and Committee Meetings as required.
- Responsible for the recruitment, selection and management of staff in the Department.
- Confer with representatives of neighbouring municipalities, the Regional District and the Provincial Government, regarding finance and general administration and advise the CAO of activities and legislation having a significant effect on the operations of the Municipality.
- Provide all departments with the training and resources necessary to enable them to manage their financial operations.
- Encourage and maintain among departmental employees, concern for the public, for operating effectiveness and efficiency within the Municipality.
- Develop backup for all management and supervisory staff under their jurisdiction.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB

- Professional knowledge and experience in the principles and practices relating to the financial management of the organization.
- Ability to provide leadership within the organization on financial matters.
- Ability to plan and manage the work of the departmental staff.
- Ability to use technology effectively in managing the finances of the organization.

REQUIREMENTS

- Bachelor Degree plus professional accounting designation or ability to obtain.
- A minimum of 5 years experience in municipal finance.
- Possession of a valid Class 5 driver's license and a personal vehicle, available for use as and when required.

STANDARDS

- Support and uphold the established policies and objectives of the Municipality in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the administration in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.