

Deputy Director of Finance

Village of Gold River

JOB SUMMARY

Reporting to the Director of Finance, the Deputy Director of Finance will assist in the compliance to generally accepted accounting practices and standards, and to the Village's policies and bylaws. The Deputy will communicate with all departments to provide financial expertise, support, and advice as required. The Deputy Director of Finance will support general ledger analysis and reporting, cash management, financial planning, year end financial statement and grant claims preparation. In addition, responsibilities include performing/supporting tasks related to management of accounts receivable including property taxes and utility billing, as well as accounts payable and payroll functions.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist the Director of Finance to implement processes and assign responsibilities to appropriate staff with the aim of ensuring that customer service is maintained as the highest priority;
- Recommend and assist with the development of internal controls and financial policies to preserve the integrity of financial data;
- Participate and assist in the management of the work of the finance team engaged in property taxation, utility billings and all cash collection and revenue processes; accounting; payroll; municipal debt/financing; and clerical duties to ensure schedules, procedures and established performance standards are met;
- Oversee BC Assessment data advice uploads for property tax information (title changes) and all manual changes to customer accounts;
- Ensure accounting information is complete, accurate and timely and analyzes departmental financial information and reporting to identify accounting errors and omissions;
- Assist in the development, maintenance and documentation of a variety of financial and reporting systems including tangible capital asset inventory;
- Assist with the preparation of the audited financial statements;
- Assist with the preparation of the annual operating & capital budgets. Assist in preparation of the Five-Year Financial Plan and annual tax rate bylaw;
- Ensure the organization's assets are safeguarded;
- Provide financial authorizations within allowable limits;
- Perform backup functions and other related duties as assigned or required from time to time.

- Maintains positive, courteous and cooperative attitude in all interactions with internal staff, the public and stakeholder representatives;
- Receives and attends to inquiries and needs of the general public and departmental clients as required;
- Perform backup functions and other related duties as assigned or required from time to time.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Professional Accounting Designation (or equivalent combination)
- Five years recent related experience and two years experience in a supervisory role.
- Excellent knowledge of Generally Accepted Accounting Principles (GAAP).
(An equivalent combination of education, training and experience will be considered)

KNOWLEDGE, ABILITIES AND SKILLS

- Experience supervising staff in a unionized environment;
- Knowledge of current office procedures and equipment, including Microsoft Office applications (Word, Excel, Outlook) and associated software used in financial administration (specifically the AMAIS system & strong proficiency in using spreadsheets);
- Excellent knowledge of Public Sector Accounting and Auditing Standards;
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Ability to complete work with a high degree of accuracy;
- Strong analytical problem solving, planning and organizations skills;
- Technologically savvy;
- Willingness to learn new technology or software;
- Working knowledge of the *Community Charter*, related statutes, bylaws, regulations and precedents respecting local governments;
- Physical ability to carry out the duties of the position;
- Ability to deal with other employees and the public in a tactful and courteous manner;
- Demonstrated leadership skills;
- Ability to communicate effectively both verbally and in writing;
- Ability to work effectively both independently and as part of team;
- Demonstrated administrative, organization and problem-solving skills;

- Personal qualities of integrity, credibility, and a commitment to the Village of Gold River's vision.
- Ability to work varied hours as necessary to meet the requirements for deadlines as well as attending meetings.

REQUIRED LICENCES, CERTIFICATES AND ASSOCIATION MEMBERSHIPS

- Valid Class 5 Drivers License.
- Current criminal record clearance

The Deputy Director of Finance is required to provide a satisfactory criminal record check in order to work in this position and is required to report to their supervisor any criminal charges laid against them that may be related to their employment in this position.

The above statements are intended to describe the general nature and level of work to be performed by the Deputy Director of Finance. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.