



## JOB DESCRIPTION

Title:	<b>Deputy Director of Finance</b>
Department:	Finance
Supervisor:	Director of Finance
Status:	Full-time, Regular
# of Direct Reports:	0
Date Updated:	July 2022

### **Job Overview**

The Deputy Director of Finance assists in directing the financial affairs of the Regional District (RD) and Regional Hospital District (RHD), working closely with department heads and other Finance department staff to support budget development, procurement processes, regular financial reporting, public engagement and process improvement and implementation under the direction of the Director of Finance.

### **Key Responsibilities**

- Support the management of financial functions of the RD and RHD and acts as the Department Director in his or her absence.
- Ensure financial information quality; review and approve account reconciliations and project reconciliations; monitor and analyze revenues and expenditures, and investigate budgetary variances.
- Recommend, develop, and promote appropriate policies, procedures and best practices.
- Assist in developing annual and long-term operational and capital budgets. Provide advice and direction to departments regarding the preparation of budgets and financial plans and prepare individual budgets as required. Maintain accurate budget records in the RD's financial system.
- Provide advice and direction with respect to funding strategies, debt financing, and other related financial matters.
- Maintain and improve the grant tracking spreadsheet; complete grant funding reporting requirements; review grant project financial records and invoices for completeness and ensure projects are within the respective grant application requirements.
- Follow-up with staff or contractors to review outstanding grant deliverables and to receive financial and/or technical reports; Proactively review and initiate grant extension requests as needed.
- Assist with the preparation of RD and RHD annual reporting requirements and Financial Statements.
- Act as the primary contact for local service representatives; establish and maintain effective working relationships with a variety of internal & external contacts.
- Participate in annual external audits.

- Develop financial reports for management and quarterly reports for the Board indicating how the RD is performing compared to budget.
- Provide assistance and coverage to payroll duties as required.
- Assist with parcel tax roll reviews.
- Assist with the preparation of a variety of complex bylaws.
- Assist the Director of Finance with other duties or projects as requested.
- Assist as directed in supporting the SLRD's emergency response mandate. Duties assigned during an emergency may differ from regular duties.

### **Qualifications**

- A Bachelor's degree in Finance, Accounting, Commerce, Business Administration or related field.
- Chartered Professional Accountant (CPA) designation (formerly CGA, CMA or CA) considered an asset.
- Minimum of five (5) years of progressive management experience in a diverse, complex environment, preferably within local government or the public sector.
- Demonstrated experience in leading and supervising staff.
- Knowledge of generally accepted accounting principles and Public Sector Accounting Standards.
- Knowledge of local government accounting and the requirements of the Local Government Act and the Community Charter. Ability to train co-workers and system customers in accounting procedures and computer systems.
- Advanced proficiency using Microsoft Office including Word, Excel, Outlook; and accounting software and systems.
- Excellent organizational and time management skills and the ability to work independently.
- Demonstrated analytical and problem-solving skills.
- Strong interpersonal and written and oral communication skills.
- The ability to build and maintain effective working relationships with internal and external stakeholders.
- Self-driven with the ability to work in a fast-paced environment, and adhere to work deadlines.
- A valid Class 5 BC Driver's License.