

City of Castlegar
POSITION DESCRIPTION

POSITION TITLE DIRECTOR OF FINANCE & IT (CHIEF FINANCIAL OFFICER)	DATE MAY 2024
DEPARTMENT FINANCE & IT	REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

SUMMARY

Reporting to the Chief Administrative Officer, the Director of Finance & IT is a member of the Senior Leadership Team and plays a key role in the strategic direction of the City. The Director of Finance & IT has a significant impact on all departments in the organization with diversified technical and administrative responsibilities in the areas of Finance and IT.

As the Director of Finance, responsibility for the overall strategic direction and control of the accounting, financial reporting, budgeting, financial forecasting, investing, revenue collections, property taxation, payroll, debt management, expenditure control procurement, and risk management of the City. This position ensures that all finance and accounting functions are carried out in accordance with established policies, statutes and accepted accounting practices and principles.

As the Director of IT, lead the Information Technology department and spearhead the City's technology initiatives providing a vision that aligns with the City's objectives. Oversee the development of technology requirements, technology strategic and integration plans while managing corporate relationships to ensure effective technology solutions.

REPORTING RELATIONSHIPS

1. The Director of Finance & IT reports to the Chief Administrative Officer (CAO).
2. The Manager of Information Technology, Manager of Finance, and Procurement & Contracts Clerk reports to the Director of Finance.
3. All Finance Department support staff report to the Manager of Finance.

RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Fulfill the power duties and functions of the Financial Officer as outlined in the Community Charter Section 149 – Financial Officer and the City's Officer's Bylaw.
- Provides strategic advice, counsel and leadership to directors and managers on finance-related matters, referencing legislation, accounting standards, corporate policies and procedures, and best practices.
- Advises Council on financial affairs related to other jurisdictions with which the City is involved.

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- Maintain professional working relationships with municipalities, regional districts, senior government agencies, the union, and relevant Boards and Commissions.
- Contributes to accomplishing the organization's strategic objectives by advising the Senior Management Team on strategic financial policies and the application/implementation of such policies.
- All persons employed by the City of Castlegar will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Ensures compliance with Work Safe BC legislation and Corporate Occupational Health and Safety policies and procedures.
- Participates as a member of the Management Team in Union Contract negotiations.
- Attends Council and/or Committee meetings.
- Performs other duties as may be required from time to time by the CAO.
- May be required to assume the duties of CAO in his/her absence.

FINANCE

- Oversees the development, in consultation with the CAO and Directors, of the five-year Financial Plan for Council presentation and Council deliberation.
- Oversees the administration of all financial affairs and operations of the City in accordance with the five-year Financial Plan, corporate policies, and legislation.
- Recommends revisions to, or establishment of new, policies, procedures and bylaws that support the financial functions of the City.
- Develops and implements plans and programs for the establishment of objective within approved budget allocations.
- Maintains and operates, within the guidelines approved by the CAO, a performance management/appraisal system for all Finance staff.
- Monitors the financial position of the City and makes recommendations to the CAO and Council with respect to strategic management of assets and liabilities.
- Produces and issues financial statements and reports for Council and various provincial government agencies as specified by statute, or as requested.
- Maintains and improves financial reporting systems, recommends internal controls, and ensures the integrity of internal controls over the general ledger and financial systems.
- Responsible for managing the recruitment and performance management of Divisional staff, and makes recommendations regarding promotion/termination of Divisional staff.
- Prepares complex financial reports and analysis as required.

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- Develops annual strategic and operational objectives for Finance and Purchasing.
- Ensures the Finance and Purchasing functions are accomplished in a manner which achieves the overall corporate operating objectives.
- Reviews annual contracts and fee-for-service charges and recommends changes.
- Responsible for risk management and insurance matters for the City.
- Coaches and assists management in the development and administration of reserve accounts and funds for the City including equipment replacement funds, utility reserve funds etc.

INFORMATION TECHNOLOGY

- **Crafting Strategic IT Vision:** develop IT strategies that align with the city's overall strategic direction and objectives. Overseeing the implementation of IT master plans and initiatives, ensure that technology investments are in line with corporate goals.
- **IT Operations Management:** Provide leadership to our IT staff, oversee operating plans, budgets for operational and capital expenditures and review proposals for hardware and software acquisitions.
- **Advisory Role:** provide advice and direction to department heads, staff and users on various information technology matters, identifying issues and recommending effective solutions.
- **Steering Committee Leadership:** Facilitates the IT Business Technology steering committee, effectively addressing business requirements and expectations with sophisticated, right sized, and scalable technology solutions that are cooperatively managed through to completion with the various business areas.
- **Drive Technology Excellence:** Identify and research strategic IT initiatives that benefit the city staff and the community, presenting potential solutions to key stakeholders and fostering collaboration with other partners and municipalities.
- **Talent Management:** Oversee the development of IT staff, leading and mentoring supervisor staff to foster an engaged and collaborative work environment.

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QUALIFICATIONS

Essential	Desirable
Registration as a Chartered Professional Accountant in British Columbia and a member in good standing.	Certified in Local Government Statutory Administration as recognized by the LGMA Board of Examiners or equivalent.
Minimum of five years experience in a senior finance or administration capacity in Local Government or Private Sector.	Asset Management training and qualifications
Solid understanding and knowledge of the <i>Community Charter, Local Government Act</i> and other related statutes.	Proven track record of managing and achieving outcomes, adapting to changing priorities and anticipating emerging issues
Excellent analytical, problem solving and technical skills.	Advanced leadership skills to foster a collaborative and productive culture, inspiring teamwork, creativity and positive results.
Ability to develop and maintain positive and collaborative working relationships with staff, Council and a wide variety of stakeholders.	