

Manager of Finance

Employer: Village of Cumberland

Location: Cumberland, BC, Canada

Type: Full-time, Permanent

Reporting To: Director of Corporate Services

About Us:

The Village of Cumberland is seeking a dynamic and motivated Manager of Finance to join our team. As a key contributor to the Village's successes, the Manager of Finance will thrive in a challenging, fast-paced, and progressive work environment. This position is responsible for the management of the Finance Department and provides support to the Director of Corporate Services in achieving the Village's financial objectives.

Responsibilities:

The Manager of Finance plays a key role in the on-time delivery of various financial services, including general ledger analysis and reporting, cash management, financial planning and reporting, year-end financial activities, and preparing financial statements and grant claims. In addition, responsibilities include management of the Finance team staff and oversight of the accounts receivable including property taxes and utility billings, accounts payable, procurement and payroll activities.

Job requirements:

The ideal candidate possesses:

- University Degree in Business Administration, or related discipline;
- Professional Accounting Designation (CPA);
- Five (5) years of recent related experience, in strategic financial planning, reporting, budgeting, financial analysis, and accounting;
- Three (3) years of recent experience in a management role in a unionized environment.

Preference will be given to candidates with local government experience.

Why Join Us:

Joining the Village of Cumberland as a Manager of Finance means becoming an essential part of a collaborative team dedicated to the success of our community. Enjoy impactful contributions to strategic decisions, ongoing professional growth opportunities, and a supportive work environment that values work life balance. Embrace the opportunity to make a positive impact on both the organization and the community it serves. Join us for a fulfilling career where your expertise is valued, and your contributions matter.

About Cumberland:

Situated in the beautiful Comox Valley on Vancouver Island, Cumberland (cumberland.ca) is a progressive municipality known for its proximity to outstanding outdoor recreation, vibrant cultural and heritage amenities, a thriving food and beverage scene, and world-class arts and music. The community boasts an internationally recognized trail network, lakes, streams, and a mature rainforest. Saltwater beaches and Mount Washington Alpine Resort are just a short drive away.

What We Offer:

The Village of Cumberland is a progressive employer that values its workforce. We offer a competitive salary range of \$91,000 to \$108,186, along with excellent benefits, in an environment that fosters a culture of empowerment, accountability, and collaboration. Additionally, we provide a flexible work policy that supports a healthy work life balance. We are dedicated to building a diverse community where employees feel a sense of belonging and are valued for the contributions and perspectives they bring to the team.

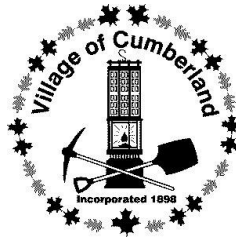
Housing Assistance:

For those considering relocating to Cumberland, the Village may be able to offer market-rate rental accommodation for the successful candidate.

How to Apply:

For more information about the position, please contact hr@cumberland.ca.

To apply, forward a cover letter and your resume in confidence to hr@cumberland.ca. Applications will be received until 4:00 pm on June 17. We will be reviewing applications as they are received, and applicants may be contacted prior to the closing date.



Job Description

Manager of Finance

Job Title: Manager of Finance	Department: Finance	Supervisor's Title: Director of Corporate Services
Classification: Exempt		Date: May 7, 2024

POSITION SUMMARY

The Manager of Finance assumes a key role in the management of the Finance Department at the Village of Cumberland, overseeing all staff positions within the department. This leadership position requires a motivated and enthusiastic individual who thrives in a challenging, fast-paced, and progressive environment. Working closely with the Director of Corporate Services, the Manager of Finance plays a crucial role in ensuring the Village meets its financial objectives.

The Manager of Finance is focused on providing responsive and accurate financial services to the Village of Cumberland’s customers, internal clients, and other stakeholders. The Manager of Finance is expected to exercise sound judgment, tact and discretion at all times in dealing with confidential matters and to demonstrate exceptional customer service to other departments within the organization.

The Manager of Finance plays a key role in the on-time delivery of various financial services, including general ledger analysis and reporting, cash management, financial planning and reporting, year-end financial activities, and preparing financial statements and grant claims. In addition, responsibilities include management of the Finance team staff and oversight of the accounts receivable including property taxes and utility billings, accounts payable, procurement and payroll activities.

Reporting to the Director of Corporate Services, the Manager of Finance ensures compliance to generally accepted accounting practices and standards, and to the Village’s policies and bylaws. This position requires the ability to communicate with the public, government staff and elected officials. The Manager of Finance works with all departments to provide professional expertise, advice, and assistance as required. This position may be required to step into an Acting Director of Corporate Services role as required from time to time.

CORE COMPETENCIES REQUIRED FOR THIS ROLE

- Independence of judgment and strong initiative
- Excellent interpersonal skills
- Strong financial modelling, forecasting, and data analysis skills
- Positive attitude
- Team-oriented worker
- Highly organized with a high degree of attention to detail
- Skilled at multi-tasking with an ability to identify efficiencies
- Ability to maintain a high level of accuracy
- Strong computer knowledge
- Excellent written and verbal communication skills

KEY RESPONSIBILITIES

Below is a partial list of Key Financial Management Responsibilities

Under the supervision of the Director of Corporate Services, the Manager of Finance is responsible for managing the Finance Department at the Village of Cumberland. Key Financial Management duties may include, but are not limited to:

- Implements processes and assigns responsibilities to appropriate staff to ensure and maintain an excellent customer service.
- Ensures accounting information is complete, accurate and timely and analyzes departmental financial information and reporting to identify accounting errors and omissions.
- Ensures the organization's assets are safeguarded.
- Ensures all municipal collections and payments are recorded with complete and accurate information.
- Assists with:
 - The preparation of the audited financial statements including the year-end working papers. Assist with the deliverables requested by the external auditors respecting interim and final audits;
 - The financial planning process, annual department budget requirements and the monitoring of department budgets;
 - The development, maintenance and documentation of a variety of financial and reporting systems including tangible capital asset inventory;
 - Government and grant reporting submissions as required;
 - Municipal debt processes;
 - Municipal property insurance renewal.

- Under the direction of the Director of Corporate Services, fulfills duties and responsibilities ascribed to the Collector under the Local Government Act and the Community Charter.
- Recommends and contributes to the development of internal controls and financial policies to preserve the integrity of financial data.
- Provides financial authorizations as per Village policies and bylaws.
- Evaluates business processes and assesses financial considerations for existing and revised/new services and programs, projects and policies for opportunities to improve workflow and efficiencies, increase revenue or reduce costs.
- Participates actively in labour relations discussions, providing financial insights and analysis such as negotiation strategies.
- Collaborates with Human Resources to ensure financial implications are considered in employee relations matters and conducts analysis of labour costs and other compensation components.
- Oversees the procurement processes for all departments.

Below is a partial list of Key Department Management Responsibilities

Duties may include, but are not limited to:

- Ensures a positive, diverse and inclusive work environment.
- Mentors and guides Finance personnel; and performs annual evaluation/development plans with department staff.
- Develops annual work plans to achieve department's goals, regular reporting mechanisms and scheduling and approving of leave requests.
- Provides support and direction to Finance staff.
- Manages performance, training and development.
- Ensures deadlines for the department are met.
- Manages employee conduct, performance and attendance.
- Resolves Finance staff issues and handles discipline problems and participates in the grievance process as required.
- Participates in the recruitment and selection process for Finance staff.
- Ensures the safety of Finance personnel through departmental compliance with WorkSafe and Occupational Health and Safety regulations.
- Ensures compliance to all policies and procedures, bylaws, agreements, contracts, and legislation.

- Develops and maintains co-operative and effective working relationships with other local governments, senior governments, non-government agencies, community groups and the public as it relates to the financial matters of the Village.
- Receives and attends to inquiries and needs of the general public and departmental clients as required.

This position also plays a key supporting role in the following functions:

Duties may include, but are not limited to:

- Ensures completion of year-end financial system processes.
- Participates in meetings with Council, other departments, committees, auditors, public meetings and meetings with consultants as required.
- Contributes to strategic financial decisions, demonstrating the ability to make significant decisions that impact the organization's direction and objectives.
- Performs regular reviews of the Village's website, ensuring financial information is current and accurate.
- Performs backup functions for the Director of Corporate Services and other related duties as assigned or required from time to time which may include:
 - Implementing and enforcing policies and procedures, addressing performance issues through fair and consistent disciplinary actions.
 - Providing leadership on collective agreement interpretation.
- Assists with the coordination of information technology services provided by an external provider for the maintenance/upgrades of systems for the organization.
- Ensures the financial systems and office equipment within the organization operate effectively.
- Performs backup functions and other related duties as assigned or required from time to time.

QUALIFICATION REQUIREMENTS AND EXPERIENCE

Education Requirements:

- University Degree in Business Administration, or related discipline.
- Professional Accounting Designation (CPA).

Experience:

- Five years of recent, related experience in strategic financial planning, reporting, budgeting, financial analysis, and accounting, with preference given to candidates with local government experience.
- Three years of recent experience in a management role in a unionized environment.

The Ideal Candidate will have:

- Comprehensive experience across all functions within a municipal finance department.
- A University Degree in Business Administration, or related discipline, from a recognized post-secondary institution.
- Professional Accountant designation (CPA).
- Member in good standing with CPA Canada professional accounting association.
- A thorough knowledge of accounts payable and receivable, accounting, financial reporting, payroll, as well as auditing practices and procedures.
- Knowledge of public sector procurement practices.
- Considerable supervisory experience.
- Demonstrated leadership, consultative, facilitation, consensus building, conflict resolution, negotiation, mediation and interpersonal skills.
- Considerable knowledge of legislation and regulations governing general accounting practices.
- Considerable knowledge of Public Sector Accounting Board standards.
- Strong analytical problem-solving, planning and organization skills.
- Strong interpersonal, communication, organizational, time management, computer and keyboarding skills.
- Ability to engage with the public in a courteous and tactful manner.
- Capable of working collaboratively as a team and independently.
- Ability to multi-task and meet tight deadlines, while maintaining a high level of accuracy.
- Ability to handle sensitive information with discretion.
- Proficient with Microsoft Office software, including Excel, Word and PowerPoint.
- Knowledge of Central Square Diamond software considered an asset.
- Asset Management experience considered an asset.
- Change management, risk management, and project management experience considered an asset.

REQUIRED SKILLS

- Excellent knowledge of Generally Accepted Accounting Standards and Public Sector Accounting and Auditing Standards.
- Ability to plan, implement and effectively manage the Village's Finance functions, ensuring compliance with Village bylaws and priorities of Council.
- Previous grant administration experience.
- Strong leadership, consultative, facilitation, consensus building, conflict resolution, negotiation, mediation and interpersonal skills, and strong customer service orientation.
- Strong organizational, analytical, problem-solving and decision-making skills.

- Excellent oral and written communication, and presentation skills; especially the ability to prepare written reports and make oral presentations.
- Ability to read, analyze and interpret financial statements, statistical data and technical drawings.
- Experience managing staff in a unionized environment.
- Knowledge of management and labour relations principles and practices.
- Working knowledge of the Community Charter, related statutes, bylaws, regulations and precedents respecting local governments.
- Knowledge of current office procedures and equipment, including Microsoft Office applications (Word, Excel, Outlook) and associated software used in financial administration (specifically the Central Square Diamond financial system & strong proficiency in using spreadsheets).
- Ability to explain principles and processes, policies and bylaws to various stakeholders in a respectful manner, make considered and consistent decisions regarding the application and interpretation of regulations and policies, and deal with complaints and resolve conflicts using tact, courtesy and patience.
- Ability to understand political issues and exercise sound judgment in dealing with ramifications of decisions.
- Ability to work with limited direction within restricted time frames.
- Personal qualities of integrity, credibility, and a commitment to the Village of Cumberland's vision.
- Willingness to learn new technology or software.
- Ability to work varied hours as necessary to meet the requirements for deadlines as well as attending meetings. From time to time, attendance may be required at Council meetings which are outside of regular office hours.

REQUIRED LICENCES, CERTIFICATES AND ASSOCIATION MEMBERSHIPS:

- Clear Canadian Criminal Record Check.
- Professional Accounting Designation (CPA).