



District of Metchosin
4450 Happy Valley Road, Victoria BC V9C 3Z3
Telephone: 250-474-3167 Fax: 250-474-6298
www.metchosin.ca

District of Metchosin Chief Financial Officer

The District of Metchosin is seeking a key member of their senior administration team in the position of Chief Financial Officer.

Position Summary

The District of Metchosin is a small rural municipality with an operating budget of approximately 8 million dollars and ten full time staff members. As such the District is seeking a dynamic individual who not only has experience in a senior accounting management related role, but is also capable of filling various senior management roles as required.

Key Responsibilities

The CFO is a full-time position, reporting to the Chief Administrative Officer and will have the primary responsibilities of:

- Effective planning, administration, and operation of the municipality's finances;
- Performing the statutory duties of the Chief Financial Officer as established by provincial legislation, council bylaws, and policies;
- Preparing the financial plan, annual financial statements, annual municipal report, and attending Council meetings;
- Ensuring effective internal operational controls and processes;
- Manages the District's insurance program;
- Developing the operational, capital and reserve budgets, financial bylaws, financial statements, statistical reports, cost analysis, and annual reports;
- Long term financial planning, reserve and debt management, investments, financial policy, grant reporting, cost recovery calculations and other financial management, information, and advice;
- Administering the District's funds according to the approved budget, and monitor its financial expenditures;
- Analyzing and interpret financial and accounting information in order to appraise operating results in terms of performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the District;
- Maintaining the tangible capital asset inventory control system;
- Assisting in the completion of non-financial correspondence, reports, agreements, and grant application preparations and possible reporting;
- Procures or arranges to procure all goods and services required by the District according to policies;
- Coordinates the District's information technology systems;

- Assisting the Chief Administrative Officer with matters related to human resources and in the smooth running of the organization as part of the senior admin team; and
- Performs other related duties as assigned by statute or the CAO and may be appointed by the CAO to act in that capacity when required.

Qualifications and Experience

- Member in good standing with CPA (CMA, CGA, or CA and a minimum of five (5) years' of senior finance experience in municipal government or similar environment.
- Demonstrated experience and knowledge of the principles and methods of fund accounting and of municipal financial operations.
- Good working knowledge of Public Sector Accounting Board (PSAB) requirements and the *Community Charter*, related statutes, bylaws, regulations and precedent respecting local governments;
- Experience in writing reports for Council and administration, building accurate business cases and modeling and experienced in public presentations
- Excellent verbal and written communication skills
- Strong interpersonal and presentation skills
- Demonstrated ability to mentor and coach staff
- Demonstrated leadership and relationship building skills with the ability to lead in a unionized environment.
- Able to develop collaborative relationships with Council, managers, internal and external stakeholders
- Advanced experience with technology, information systems, databases, MS Office Suite, and accounting software packages.
- Knowledge of Human Resource policy and legislation as it applies to labour relations in a union environment.
- Experienced with performance and labour management
- Sound analytical thinking, planning, prioritization, and execution skills.

Qualified candidates are invited to submit their resume via email, quoting competition number 2024-03 by **4 p.m. Friday, May 10, 2024** to the attention of:

Bob Payette, Chief Administrative Officer
District of Metchosin
4450 Happy Valley Road Victoria, BC V9C 3Z3
careers@metchosin.ca