



## CHIEF FINANCIAL OFFICER

<b>Department</b>	Financial Services	<b>Reports To</b>	Chief Administrative Officer
<b>Directly Supervises</b>	Financial Services Manager, Investment Officer, Procurement Officer		
<b>Indirectly Supervises</b>	Finance Clerks, Finance Coordinator, Grants Coordinator		
<b>Key Internal Contacts</b>	Chief Administrative Officer, Department Heads, Board of Directors		
<b>Key External Contacts</b>	Finance Departments, Member Municipalities, constituents, Ministries		

### Position Summary

Leads the financial planning, coordination and management of the Regional District and Regional Hospital District ensuring that key objectives, strategies and initiatives support the goals of PRRD. Directs financial functions including financial policy development, payroll, reporting, borrowing and capital project feasibility analysis. The Chief Financial Officer performs all the statutory duties as required under the Local Government Act.

### Key Accountabilities

- Acts as the Regional District Officer responsible for financial administration as per the Act.
- Delivers comprehensive accounting and financial services developing budgetary systems and preparing the financial plan.
- Translates budgets into Regional District tax rates for each municipal and electoral area.
- Manages all aspects of staffing including recruitment and selection, scheduling, supervision, coaching and developing, performance management and all other people management practices.
- Collaborates with the Board, and other departments in identifying and acquiring grant fund opportunities.
- Prepares and presents a variety of reports to the Board including quarterly updates on accounts and financial performance.
- Provides senior level expertise to the Board on matters relating to financial policy and administration.
- Oversees the procurement, implementation and evaluation of financial accounting and integrative software to align with the requirements of PRRD.
- Provides assistance to the Board and community groups in evaluating the tax impacts of proposed projects.
- Prepares financial bylaws and amendments as required.
- Ensures compliance with generally accepted accounting principles, government regulations and Regional District Bylaws maintaining knowledge of new and emerging regulations, trends or information in the industry.
- Experience with asset management.
- Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities and committees.
- Determines staffing requirements for effective operational management and program delivery.
- Delegates relevant authority to department heads in carrying out their responsibilities and accountabilities providing the necessary level of support and guidance.
- Gives ongoing feedback and performance management to build and support a high performing leadership team.
- Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities and committees.



### **Qualifications and Experience**

Post-secondary degree in a finance related discipline holding a professional accounting designation plus a minimum of five (5) years' experience preferably in unionized local government environment, preferably a regional district (three of which should be at a working supervisor level). Experience with Vadim or other local government financial software plus sound knowledge and understanding of relevant legislation. An equivalent combination of education, training and experience may be considered.

### **Core Competencies**

*Decision Making* - Obtains information; identifies key issues and implications to make informed, objective decisions.

*Communication* - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

*External and Organizational Awareness* - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of Peace River Regional District.

*Influencing and Negotiating* - Uses persuasion to gain the support and cooperation from stakeholders, superiors, colleagues, subordinates and other parties to achieve a desired course of action consistent with Peace River Regional District's goals and objectives.

*Professional Integrity* - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards.

*Innovation* - Develops new insights into situations and applies different and novel solutions to make improvements.

*Leadership* - Assumes responsibility for establishing clear team vision, goals and objectives; supports and motivates the delivery of high performance; enables direct reports in capacity and career development.

*Change Leadership* - Takes responsibility for leading, directing and managing organizational change.

*Occupational Health and Safety* - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District.

*Customer Service* - Demonstrates commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

*Relationship Building and Management* - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness.