



## VILLAGE OF LYTTON JOB DESCRIPTION

**JOB TITLE:** Chief Financial Officer

**DEPARTMENT:** ADMINISTRATION - Exempt Position

**DATE:** June 13, 2018

**REPORTS DIRECTLY TO:** Chief Administrative Officer.

**The Purpose of This Position** is to provide full time Financial Officer services.

**SUMMARY:** Under the oversight of the Chief Administrative Officer (CAO), the Chief Financial Officer (CFO) will plan, direct and manage the Village of Lytton's overall financial plans and policies, along with its accounting practices, the conduct of its relationship with governing boards and organizations and with the members of the Village's financial community.

**KEY RESPONSIBILITIES** *include the following:*

1. Participate in the development of the Village of Lytton's strategic plans and programs;
2. Translate the strategic plan and tactical business plans into financial strategic and operational plans;
3. Evaluate and advise on the impact of long-range planning of new programs/strategies;
4. Evaluate and advise on the need for drafting and amending of the Village's bylaws and policies as those items impact the financial strategies and operational plans of the Village;
5. Assist the CAO with the preparation of the annual budget and the implementation of operational programs;
6. Provide advice to the CAO for recommendations to Council and Committees of Council;
7. Provide advice, supervision and direction to the personnel engaged in the Village's accounting and administration duties;
8. Act as a liaison for the Village and other agencies within the community and government;
9. Provide and direct the procedures and systems necessary to maintain proper records and to ensure adequate accounting controls;
10. Discharge the responsibilities of officer responsible for financial administration as defined in the Community Charter;
11. Discharge the responsibility of the collector as defined in the Local Government Act;
12. Assist the CAO with the preparation of the bylaws governing annual tax rates, annual budgets, borrowing and other financial matters;
13. Prepare the Financial Plan and provide assistance to other staff in matters relating to the Financial Plan, Financial Statements, revenues, expenditures, fees and charges;
14. Make recommendations to the CAO regarding the recruitment, training, evaluation, promotion, discipline and termination of personnel engaged in the Village's accounting and financial administration duties;
15. Make recommendations to the CAO regarding the management of the Village's assets;

16. Make recommendations to the CAO regarding fees and charges, the rate structures of taxes, utilities, and other revenue-generating initiatives;
17. Advise and inform the CAO, and take actions as required, to ensure wise investment of the Village's assets, and provide advice to the CAO about changes in investments;
18. Maintain insurance coverage for municipal assets;
19. Provide written reports as required on operational service issues, in consultation with the Accounting Clerk and other Village staff;
20. Report on Regional District matters that impact the Village's finances;
21. Make presentations to Council when requested;
22. Manage overall risk management;
23. Prepare routine reports as requested; and
24. Evaluate and make recommendations for cost-saving measures.

**TYPICAL ACTIVITIES** *include the following; other activities may be assigned:*

- Receive calls, emails or personal inquires and provide a response to a variety of financial issues on behalf of the Village of Lytton.
- Manage the overall operation of the financial department of the Village.
- Research various financial issues, such as long-term expenditure and revenue management, operational service issues, etc., and recommend solutions or actions to the CAO.
- Draft reports, bylaws, policies, and other documentation as directed.
- Implement systems required for effective collection and manipulation of data; and,

**KEY RELATIONSHIPS** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

**Internal**

- Council
- Chief Administrative Officer
- Corporate Officer
- Economic Development Officer
- Accounting Clerk and Reception Clerk

**External**

- Members of the public.
- Museum and Chamber of Commerce
- Business and industry
- Local First Nations
- Independent, private or public funding agencies.
- Local, provincial and Federal government staff and representatives

**QUALIFICATION REQUIREMENTS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

**FORMAL EDUCATION AND TRAINING**

- The incumbent should have an accounting designation, CGA, CA or CMA and five years' experience in a parallel field related to municipal finance, preferably in local government. Knowledge of PSAB accounting standards is required, as well as experience in preparing and conducting audits. The successful candidate will have five years' managerial or supervisory

experience. Knowledge and experience in CaseWare software is essential. Training and experience in the use of MuniWare would be an asset.

### **EXPERIENCE**

- Experience in preparing comprehensive reports, contracts, financial plans and budgets;
- Experience in supervising, directing and managing staff;
- Experience in implementing strategic plans and operational plans;
- Experience related to various local government administrative programs, policies, and bylaws including working directly with Staff and a Board or Council, is desirable.

### **OTHER SKILLS/KNOWLEDGE**

- Skill in using CaseWare and MuniWare software;
- Ability to interpret legislation, bylaws, resolutions, agreements, documents, official records and related materials;
- Good working knowledge of good accounting practices, principles, techniques, methods and procedures, PSAB accounting standards, and preparing and conducting audits;
- Good working knowledge of the *Local Government Act* and *Community Charter*;
- Strong computer literacy and knowledge of standard computer software, including word processing and excel spreadsheet software;
- Ability to communicate effectively, orally and in writing, including ability to write reports and draft and interpret documents such as grant program guidelines, applications, bylaws and policies;
- Highly organized with strong attention to detail;
- Ability to handle and prioritize work for a deadline-driven office;
- Ability to establish and maintain effective working relationship with staff, Council, and external agencies;
- Proven supervisory and team leadership skills;
- Considerable knowledge of municipal finance, including property tax collection, tax sales, utility fees and charges;
- Effective interpersonal and communication skills, with a high degree of tact and diplomacy when communicating with members of the public; and
- Ability to ensure that financial policies, standards and regulations are followed.

### **ADDITIONAL INFORMATION**

- Flexible hours required for attending evening Council meetings.
- A valid BC driver's license is required.