District of Oak Bay
Position Description
Deputy Director of Financial Services

Position Title:	Deputy Director of Financial Services
Reports To:	Director of Financial Services
Position Description Date:	June, 2016
Positions Supervised:	Financial Services Clerk (PG 3), Accounts Payable Clerk (PG 5), Tax Clerk (PG 5), Water Clerk (PG 5), Payroll and Benefits Clerk (PG 9), Assistant Accountant (PG11)

Nature and Scope of Work:

Reporting to the Director of Financial Services, the Deputy Director of Financial Services is responsible for overseeing the operating functions of the Finance Department. This position provides assistance to the Director with respect to fulfilling the statutory functions of the Financial Officer and the Collector of Taxes. This is complex fiscal and administrative work; responsible for achieving efficient operations through reliable performance in payroll, accounting, accounts payable, collection functions, budget preparation and control, and observing and complying with municipal policies. The incumbent is expected to exercise sound judgment, tact and discretion at all times in dealing with confidential matters and to demonstrate exceptional levels of customer service to other departments within the organization. The Deputy Director will be required to achieve the goals and objectives of the Financial Services Department, to research and interpret legislation, work in an independent manner and exercise good judgment in selecting and interpreting information.

Key Accountabilities:

- Direct, supervise and coordinate the activities of departmental staff engaged in accounting, payroll, property taxation, and clerical duties.
- Manage staff through effective recruitment and selection and performance management to maintain a high level of staff performance and teamwork, and when necessary works with Human Resources to deal with performance and disciplinary issues.
- Administer and maintain the Finance System and General Ledger Accounts and structure.
- Ensure the integrity of the General Ledger including the integration of other finance data into the financial system.
- Prepare annual financial statements and all associated working papers and documentation, to standards required by municipal auditors. Coordinate with the external auditors respecting interim and final audits.
- Prepare financial reports and statistics for outside agencies, regulatory bodies, and other levels of government.
- Calculate and remit monies collected on behalf of other governments and agencies.
- Maintain cash flow projections and monitor bank transactions including bank reconciliations and maintenance of investment of surplus funds and arrangement of short-term borrowings.
- Participate in developing, preparing and implementing accounting, financial and budgeting systems and procedures.
- Review monthly statements, reconcile accounts and make adjustments as required.
- Provide technical assistance to municipal staff on financial procedures and systems operations and use.

- Administers and coordinates tenders and request for proposals (RFP's) as required under the District's purchasing policy. Responsible for the negotiation and contract management of the tenders and RFP's.
- Assists the Director of Financial Services with oversight of the IT department, and is responsible for the network design, contract management, security, and maintenance of the District's computer network.
- Provide a high level of customer service to requests for information, advice and direction from external and internal clients.
- Assist the Director in developing, evaluating and implementing financial policies and procedures.
- Make recommendations to the Director and enforce standards of accounting and financial reporting throughout the corporate organization.
- Manage property and automobile insurance for the municipality.
- Perform related duties including research and special projects.

Required Knowledge, Skills and Abilities:

- Sound knowledge of the principles and methods of fund accounting and of municipal financial operations;
- Good working knowledge of Public Sector Accounting Board (PSAB) requirements;
- Working knowledge of the Community Charter, related statutes, bylaws, regulations and precedent respecting local governments;
- Knowledge of project management, contract and budget administration;
- Ability to complete work with a high degree of accuracy;
- Demonstrated leadership and relationship building skills with the ability to lead a team in a Unionized environment;
- Proven ability to develop operating and capital budgets;
- Excellent writing and presentation skills including demonstrated experience in writing, evaluating and presenting technical reports, business cases and Council reports;
- Excellent analytical, organizational, time management, problem solving and decision making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment;
- Ability to build and maintain close working relationships and facilitate collaboration with staff, other departments within the municipality, other stakeholders, and with other senior management of other municipalities, and also other levels of government including Federal, Provincial, and the Capital Regional District; and,
- Strong working knowledge of information technology systems including MS Office Suite, Vadim or other municipal accounting software packages.

Qualifications and Experience:

- Member in good standing with CPA (CMA, CGA, or CA);
- A diploma or degree in Business would be considered beneficial;
- Minimum of five years of progressively responsible leadership experience in a municipal or similar financial environment, or,
- Equivalent combination of education, training and experience.

Job Provisos:

- May be required to perform additional duties as assigned by Director of Financial Services; and,
- Required to attend Council and Committee meetings (after business hours).