

Manager of Financial Operations

Full-time Term (up to 12 months)

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-collaboration, service, accountability and sustainability help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options (including remote work up to three days per week for eligible positions), competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at www.comoxvalleyrd.ca/about/careers/work-cvrd

We are accepting applications for a **Manager of Financial Operations** to join our Financial Services Team. **This is a full-time term position for up to 12 months.** This position works closely with the Chief Financial Officer to manage the finance and accounting functions of the CVRD, North Island 9-1-1 Corporation (NI911), and the Comox Strathcona Regional Hospital District (CSRHD). This position is responsible for all financial operational activities and manages and directs the staff's work in the areas of accounting, accounts payable, accounts receivable, cash management, and utility administration.

Reporting to the Chief Financial Officer (CFO), the primary responsibilities of this role include:

- Assists the CFO with overseeing the implementation and review of accounting, financial systems and processes, accounting controls, policies and procedures;
- Evaluating and monitoring internal controls to ensure appropriate cash handling, accounts receivable, accounts payable and inventory management procedures are in place;
- Organizing and managing the preparation of CVRD, NI911 and CSRHD's accounting and financial records;
- Attending board and committee meetings and making presentations as required;
- Responsible for the accurate and timely preparation of the CVRD, NI911, and CSRHD's annual audited financial statements, liaising with external auditors, preparing financial reports and statistics for internal stakeholders, outside agencies, regulatory bodies and other levels of government, and ensuring the integrity of information;
- Providing acting and backup support to the CFO, Manager of Financial Planning and Manager of Procurement, as required.

Our ideal candidate is:

- A strong leader with a minimum of five years of experience in financial and accounting functions in local government, preferable in a supervisory capacity including unionized staff;
- A Chartered Professional Accountant designation;
- Strong supervisory, leadership, communication, presentation and interpersonal skills;
- Solid knowledge and understanding of the CVRDs and related entities operations and its financial and accounting requirements including Public Sector Accounting Board;
- Proven organizational, analytical, problem solving and time management skills;
- Ability to develop and maintain effective and productive relationships with management, employees, other local governments, the public and other stakeholders;
- Strong consultative, facilitation, consensus building, conflict resolution, negotiation and mediation skills;
- Advanced skills and knowledge of applicable financial and accounting software, Vadim/ICity experience an asset.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is an exempt position with a current annual salary range of \$96,854 to \$115,015.

To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

The closing date for this position is August 18 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.