



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## Manager of Financial Planning and Reporting Regular Full-Time

Are you a confident finance professional possessing strong leadership skills in supervision, change management, strategy and workplan development and communication? If you have extensive experience in long-term financial planning and you've been responsible for the development, improvement, education and accountability of a municipal government's financial planning and procedures, this may be the opportunity for you! The District of Squamish is seeking a Manager of Financial Planning and Reporting to join our team as a key member of the Finance leadership team.

### **Key Responsibilities:**

- ❖ Responsible for the District's decentralized financial planning process and provides financial planning advice, training, mentoring and assistance to all departments including Senior Leadership teams.
- ❖ Provides sound, policy aligned financial planning guidance and recommendations to Council and Senior Leadership with confidence, consistency, clarity and professional credibility.
- ❖ Responsible for the development, improvement, education, and accountability of the District's financial planning procedures and policies.
- ❖ Demonstrates strong leadership skills by providing advice, education and guidance representing the District at Council meetings, various committees of Council, and associated bodies.
- ❖ Attends meetings as a financial advisory resource; and/or participates in meetings and on various committees.
- ❖ Supports, leverages and improves the District's budgeting and planning software system that facilitates financial planning across all departments in the financial planning lifecycle.
- ❖ Develops, analyzes and maintain financial models for financing options, processes, municipal functions, and current and emergent issues as necessary.

**Who you are:** Our ideal candidate will possess a CPA designation, and a graduate degree is an asset, preferably a Master of Business Administration. In addition, you will have a minimum of 6-8 years of post-designation experience in municipal financial planning and experience working at a senior finance level and within local government administration preferred.

**Who we are:** The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

**Our Vision:** Our organization is a thriving community, serving the thriving community of Squamish.

**Our Mission:** We lead, facilitate and partner to ensure a liveable and sustainable Squamish.

**Our Core Values:** Respect, Integrity, Connection, Progress

*Think you would be the perfect fit?* Then come work with us at the District of Squamish! In addition to a competitive salary (\$121,291.56 - \$133,287.43), the District of Squamish also offers a comprehensive benefits package, one of Canada's top pension plans- the Municipal Pension Plan, as well as a fortnight schedule (70 hours bi-weekly), which allows for an earned day off every second week. *A hybrid/flexible work from home arrangement may be considered in accordance with the District's Remote Work Policy.*

*We can't wait to hear from you!* A complete job advertisement can be viewed below.

This is an exempt position and is excluded from Union membership.

Please submit your cover letter and resume quoting competition #23-119 to:

Human Resources  
District of Squamish  
37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3  
E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)

Application deadline: Open until filled.



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## External Job Posting

<b>Position:</b>	<b>Manager of Financial Planning and Reporting</b>
<b>Status:</b>	Regular Full-Time
<b>Work Area:</b>	Finance
<b>Posting Date:</b>	January 5, 2024
<b>Closing Date:</b>	Open until filled

## GENERAL SUMMARY

Reporting to the General Manager, the Manager of Financial Planning and Reporting is key member of the Finance leadership team and is responsible for the direction, coordination, preparation and administration of the organization's financial planning procedures and policies, long term planning, and quarterly financial reporting. This position guides the organization's software support and design improvements; is responsible for the financial planning, reporting and advisory functions for the organization; and provides education, training and direction for District Staff and Council. The Manager of Financial Planning and Reporting is responsible for effective and efficient financial planning processes in a municipal environment, and therefore requires extensive senior financial planning experience in BC Municipalities.

## KEY RESPONSIBILITIES

### Customer Service

- Contributes to the success of our team, creation of our community, and delivering outstanding customer service by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Responsible for the District's decentralized financial planning process and provides financial planning advice, training, mentoring and assistance to all departments including Senior Leadership teams.
- Provides sound, policy aligned financial planning guidance and recommendations to Council and Senior Leadership with confidence, consistency, clarity and professional credibility.

### Finance, Leadership, & Accounting

- Responsible for the development, improvement, education, and accountability of the District's financial planning procedures and policies.
- Demonstrates strong leadership skills by providing advice, education and guidance representing the District at Council meetings, various committees of Council, and associated bodies.
- Attends meetings as a financial advisory resource; and/or participates in meetings and on various committees.
- Supports, leverages and improves the District's budgeting and planning software system that facilitates financial planning across all departments in the financial planning lifecycle.
- Develops, analyzes and maintain financial models for financing options, processes, municipal functions, and current and emergent issues as necessary.
- Use experience and knowledge to evaluate and improve recommendations, decisions, processes, policies and bylaws both inter/intra-departmentally.
- Develops, leads and mentors a team of financial planning professionals, fostering a high-performance culture and providing guidance on complex financial matters.
- Responsible for developing and maintaining a long-range integrated planning model, including software configuration, training, leadership, and policy development.
- Evaluates, analyzes and reports regularly to the management team on financial forecasts, trends, analysis, and variances in the annual financial plan.
- Reviews, evaluates, and reports on a variety of finance-related issues, including program and project cost/benefit analysis, statistical information, process re-engineering projects, labour and other contract negotiations, internal budget reports, and confidential corporate or council initiatives.
- Demonstrates strong communication skills by communicating with diplomacy, thoroughly and with tact to all levels of municipal staff, external parties, and Council as required.



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- Assists Director of Financial Operations in the management, accounting, and reporting for Tangible Capital Assets; the preparation of the financial statements and the development and maintenance of human and technical procedural systems.
- Assists Director of Financial Operations in the preparation and coordination of year-end financial statements and other statutory reporting.
- Assists the GM of Financial Services and Director of Financial Operations in the performance of all duties and responsibilities as specified in the *Local Government Act* and *Community Charter* and is a Deputy Financial Officer.
- Assists in the supervision of Finance department staff and work as required.
- Performs other duties as required.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Extensive experience in long-term financial planning including long range planning, debt servicing, asset management, reserve continuity planning.
- Proven experience in policy and procedure development and implementation.
- Demonstrated experience with program and systems development, training and applying documentation standards.
- Knowledge and experience of accounting theory, principles, practices; internal control systems and Public Sector.
- Strong financial modeling, analysis and forecasting skills with ability to produce clear, concise and complex financial reports.
- Strong and demonstrated leadership skills in supervision, change management, strategy and workplan development, and communication.
- Exemplary interpersonal skills with the ability to work collaboratively and in a professional manner to maintain strong and effective working relationships across all levels of the District and with various external parties.
- Excellent written and communication skills including demonstrated proficiency in report writing, providing advice and instructions on budgetary and financial management policy and regulations, and presenting and explaining complex financial information in a concise and coherent manner.
- Ability to think critically, strategically, independently, and creatively to develop the necessary path to achieve the organization's long-term financial plan strategic priority.
- Flexible, adaptable and capable of working effectively in a high growth and fast paced organization.
- Ability to work in a team environment and independently with minimum guidance and autonomously.
- Advanced computer skills and thorough knowledge of Microsoft Office Suite and Municipal Financial Software programs such as Unit 4 Business World and Questica.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- CPA Designation required
- Graduate Degree is an asset, preferably a Masters of Business Administration
- Minimum of 6-8 years of post-designation experience in municipal financial planning
- Experience working at a senior finance level and within local government administration preferred.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours bi-weekly, Monday to Friday. Current shifts range between the hours of 8:00 a.m. to 5:00 p.m., fortnight schedule. Some flexibility is required.

**Salary:** Salary range: \$121,291.56 - \$133,287.43 as well as a comprehensive benefits package

This is an exempt position and is excluded from Union membership.

**Direct Your Application (Quoting Competition #) To: #23-119**



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Human Resources  
District of Squamish  
37955 Second Avenue, P.O. Box 310  
Squamish, B.C., V8B 0A3 E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [AccessibilityHR@squamish.ca](mailto:AccessibilityHR@squamish.ca). We thank all applicants for applying.*