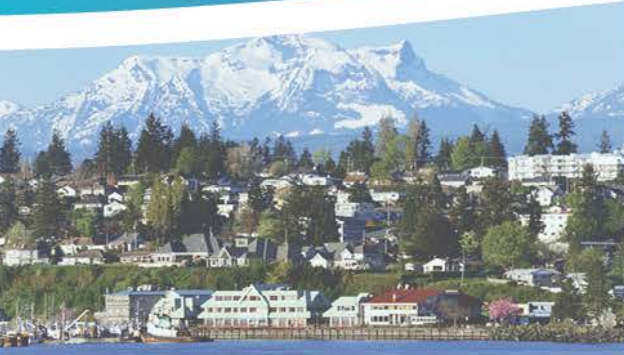


Controller

Come Work and Play in Campbell River



This is central Vancouver Island's all-season oceanfront gem. Many people are attracted by our city-on-the-move vibe; a lifestyle enriched by four seasons of play and wilderness adventure; plus, easy access by air and ferry. But for passionate community-builders, we offer even more – the opportunity to join an inclusive, service-focused team where you can make your mark and help grow a more equitable, resilient city for all.

WHY APPLY

- ❖ Competitive compensation package including a salary range of \$98,200 to \$111,546, group benefits and defined benefit pension plan.
- ❖ The salary advertised is based on the 2023 pay structure. The City anticipates to communicate the 2024 and 2025 rates for this position shortly.
- ❖ Flexible work options, including compressed work week schedules.
- ❖ Generous vacation package – 6 weeks in 1st year, 7 weeks in 2nd year.
- ❖ Relocation assistance provided.
- ❖ Make a tangible impact in your community.
- ❖ Work with a dynamic and supportive management team.
- ❖ Strengthen leadership skills and help build community partnerships.

[Apply Now](#)

Please apply using the above link. Resumes are no longer accepted through the careers email.

When you apply: You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

This posting will close on February 3, 2025.

Questions? Email careers@campbellriver.ca



WHAT WE'RE LOOKING FOR

- Professional Accounting Designation (CPA).
- Supervisory/Leadership skills training.
- Preference for post-secondary undergraduate degree in Business Administration, Commerce, or a similarly relevant program.
- Minimum of five (5) years' progressive experience in a finance role, preferably with a minimum three (3) years' experience in municipal or public sector accounting.
- Minimum three (3) years' supervisory experience in an accounting environment.

WHAT YOU'LL BE DOING

The successful candidate will:

- Report to the Financial Services Manager.
- Provide leadership and direction in accounting, financial and statutory reporting, payroll, financial systems support, cash, investment and debt management, financial planning, and the collection of the City's major revenue sources (taxes and utilities).
- Exercise considerable independent judgement in planning and performing the work and require the ability to set priorities and meet tight deadlines.
- Conduct complex financial analysis, and provide professional advice and guidance to the public, staff, management and Council.

We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

CONTROLLER

Approval Date: January 2025	Department: Finance Department	
<input type="checkbox"/> IAFF	<input type="checkbox"/> CUPE	<input checked="" type="checkbox"/> Management
Title of Management Supervisor: Financial Services Manager		

General Accountability:

Purpose and Scope

Reporting to the Financial Services Manager, the Controller provides leadership and direction in accounting, financial and statutory reporting, payroll, financial systems support, cash, investment and debt management, financial planning, and the collection of the City's major revenue sources (taxes and utilities). The incumbent exercises considerable independent judgement in planning and performing the work and requires the ability to set priorities and meet tight deadlines, conduct complex financial analysis, and provide professional advice and guidance to the public, staff, management and Council.

Nature and Scope of Work

Leadership

- Lead and manage Finance staff, with an emphasis on team building, including hiring, conducting probationary period and performance evaluations, identifying training needs, implementing performance improvement measures including issuing discipline where appropriate, and making recommendations for termination in consultation with the Human Resources department.
- Direct and supervise the activities of staff, establishes work priorities, and sets goals and objectives, ensuring quality and service standards are met.
- Facilitate and promote learning and growth by providing training, coaching and mentorship to staff, ensuring that professional development and certification requirements are met.
- Foster and promote a positive workplace culture.
- Assist the Financial Services Manager in the determination of appropriate staffing requirements/levels and the development of succession plans for staff.

Financial Services

- In coordination with the Financial Services Manager direct, coordinate, monitor, and manage all financial activities for the City.
- Direct the control of financial processes for the organization, including all accounting functions (A/P; A/R; Payroll) authorization of expenses, revenue collection, fees and charges, and payroll.
- Administer the City's major revenue functions, which include the collection of property taxes and utility fees.
- Manage and coordinate complex business processes involving multiple stakeholders for all the City's billings and collections for property taxes, utilities and other revenue collections.
- Oversee bylaws and policies related to property taxes and utility billings, financial planning and asset management.
- Oversee the review and timing of revenue increases related to user fees and charges.
- In collaboration with the Financial Services Manager, oversee and manage the fiscal year end process and financial statement preparation including the City's Statement of Financial Information (SOFI).
- Assist in the preparation of the City's ten-year financial plan.

- Assist with the preparation and administration of the departmental operating budget in accordance with City policies and in consultation with the Manager.
- Work with the Manager to identify and set annual departmental work plan priorities.
- Plan, organize, and coordinate the development of departmental policies, procedures and instruction manuals to maximize efficiency while accommodating changes in legislation, new technology, and changes in the organization of service delivery by the City.
- Responsible for creating and maintaining departmental compliance with relevant policies, procedures, standards, specifications, regulations, bylaws and technical initiatives that contribute to the good fiscal management of the municipality.
- Prepare financial and other reporting to senior management and Council.
- Prepare all statutory financial reporting to other levels of government.
- Supports the City's initiatives in Asset Management.

General

- Manage community grants and permissive tax exemptions.
- Ensure appropriate standards of quality are attained and that the appropriate segregation of duties are maintained within the department to meet financial control guidelines and customer service standards.
- Provide guidance to departmental staff in mediating and finding constructive solutions to customer issues, requests, complaints or claims.
- Develop, promote, and maintain co-operative and effective cross-jurisdictional working relationships with other departmental staff, consultants, Federal, Provincial and local government agencies and the general public.
- Provide formal departmental representation in various settings as required, including Council, committees, and working groups.
- Continually monitors areas of responsibility for opportunities for improvement, innovation and efficiency.
- Keep abreast of trends and developments in municipal operations and recommends new and innovative approaches that could enhance the performance of the City.
- Keep informed of economic and business trends, legislative changes and accounting standards.
- Promote a safe workplace; ensure that all established safety procedures are followed.
- All staff employed by the City of Campbell River may be required to assist the City during emergency events, including but not limited to an Emergency Operations Centre. Duties assigned during an emergency may differ from regular duties.

Necessary Qualifications

Technical Knowledge and Skills:

- Thorough knowledge of professional accounting, budgeting, financial reporting, payroll and auditing practices, processes, and procedures.
- Thorough knowledge of generally accepted accounting principles and public sector accounting standards.
- Ability to review, analyze, and interpret complex financial statements and data.
- Ability to interpret and understand City bylaws, policies and procedures.
- Knowledge of applicable legislation and regulations such as GST, PST, CPP and EI.
- Knowledge of applicable Federal, Provincial and local regulations, standards and guidelines – including Community Charter, Local Government Act, Superannuation Act, and Income Tax Act.
- Thorough knowledge and understanding of employment standards, including WorkSafeBC regulations.
- Ability to understand and apply relevant Collective Agreement Language.
- Proficient with Microsoft Office suite and departmental specific software.

Key Competencies:

- Collaboration and Negotiation
 - Able to work collaboratively across departments to ensure ideas, proposals and solutions of all stakeholders are considered. Able to influence, persuade and gain the cooperation of others.
- Communication
 - Excellent written and interpersonal communication skills. Demonstrated ability to communicate complex information to those not familiar with the topic. Able to write operational procedures in both technical and user-oriented language.
- Conflict Management
 - Able to reduce tension or conflict between two or more people with a professional manner and calm demeanor.
- Decision Making and Problem Solving
 - Strong analytical and problem-solving skills utilizing sound judgement.
- Initiative
 - Self-starter and highly motivated to make proactive changes.
- Leadership
 - Influences, encourages, inspires and supports others to deliver. Leads by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Managing Performance
 - Able to assess strengths and development needs of employees, challenges employees to improve abilities and supports development.
- Networking and Relationship Building
 - Able to establish and maintain effective working relationships with a variety of internal and external customers and to provide advice and assistance on matters related to the work, building credibility at all levels.
- Planning and Organizing
 - Strong planning and organization skills, with excellent deadline and project management skills. Proven ability to handle multiple tasks simultaneously while working to a deadline.
- Results and Quality Focus / Attention to Detail
 - Proven ability to perform with a high level of attention to detail and accuracy. Strong research and analytical skills with proven abilities in gathering, consolidating and presenting information.

Education/Training:

- Professional Accounting Designation (CPA).
- Supervisory/Leadership skills training.
- Preference for post-secondary undergraduate degree in Business Administration, Commerce, or a similarly relevant program.

Experience:

- Minimum of five (5) years' progressive experience in a finance role, preferably with a minimum three (3) years' experience in municipal or public sector accounting.
- Minimum three (3) years' supervisory experience in an accounting environment.