

City of Castlegar

POSITION DESCRIPTION

POSITION TITLE DIRECTOR OF FINANCE & TECHNOLOGY (CHIEF FINANCIAL OFFICER)	DATE FEBRUARY 2025
DEPARTMENT FINANCE & TECHNOLOGY	REPORTS TO CHIEF ADMINISTRATIVE OFFICER

SUMMARY

REPORTING RELATIONSHIPS

- Reports to the Chief Administrative Officer.
- Oversees the following direct reports: Manager of Finance, Procurement & Contracts Clerk, and Manager of Information Technology.
- All Finance and Information Technology Division staff report to the Managers.

RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Provides strategic advice to City Council, Senior Leadership Team, managers, and staff. Demonstrates neutrality and considers the long-term when making and advising on decisions.
- Contributes to a culture of strategy and leadership by establishing a vision and strategic goals and effectively leading toward them.
- Accomplishes organizational objectives by advising the Senior Leadership Team on strategic financial policies and procedures.
- Serves as the City's Financial Officer as outlined in the Community Charter and City of Castlegar's Officer's Bylaw.
- Manages and supports the Finance and Information Technology Divisions with training and development, recruitment and selection, performance management and implementing annual work plans.
- Navigates self and others through complexity, ambiguity and change and demonstrates situational awareness.
- Empowers others through delegation and accountability.
- Participates as a member of the Management Team in Union Contract negotiations.
- Provides leadership to the Finance & Information Technology teams.
- Assists during the activation of the City's Emergency Operations Center. Duties assigned during an emergency may differ from regular duties.
- Ensures compliance with the City's Health and Safety Policy.
- Attends Council meetings.
- Performs other duties, as assigned, including assuming the duties of CAO in their absence.

SERVICE EXCELLENCE, COMMUNICATION & ENGAGEMENT

- Designs systems, processes, and policies to align with evolving needs and determines who needs to be involved, how, when, and why to remove barriers.
- Proactively seeks to understand stakeholder needs.
- Seeks and identifies ways to use systems and people more effectively to serve the City's needs.
- Contributes to a culture of service excellence, inclusion, diversity, and collaboration and fosters an environment where effective communication and engagement are clear, concise, and encouraged.
- Adapts communications to the audience and communicates information in different ways to be effective, including sensitive subject matter.
- Builds partnerships, breaks down silos, and maintains professional relationships with municipalities, regional districts, senior government agencies, the Union, and relevant Boards and Commissions.

FINANCE

- Serves as the City's Chief Financial Officer, ensuring compliance with the Community Charter, Local Government Act, and Public Sector Accounting Standards.
- Develops and oversees operating, capital, and reserve budgets and five-year plans, ensuring responsible fiscal management.
- Monitors the financial position of the City and makes recommendations to the CAO and Council regarding the strategic management of assets and liabilities.
- Provides leadership in asset management, reserve fund administration, taxation, debt management, and investment strategies.
- Prepares complex financial reports and analysis.
- Maintains and improves financial reporting systems, recommends internal controls, and ensures the integrity of internal controls.
- Oversees the financial reporting and audit processes, maintaining transparency and accuracy.
- Ensures effective internal financial controls, fraud prevention, and risk mitigation strategies.
- Responsible for risk management and insurance matters for the City.
- Oversees procurement policies, contracts, and financial compliance across all departments.

TECHNOLOGY

- Develops technology strategies and solutions that align with the City's strategic direction and objectives, including implementing the Information Technology Master Plans and technology investments.
- Advises on technology matters, identifying issues and recommending effective solutions.
- Stays current on technology and ways to leverage technology to solve problems, improve productivity, or innovate.



QUALIFICATIONS, SKILLS & ABILITIES

- Certified Professional Accountant designation (CPA).
- At least five years of progressively senior experience in an administration capacity, preferably in local government or private sector.
- Undergraduate degree in Finance, Accounting, Business Administration, Public Administration, or a related field.
- Solid understanding and knowledge of the Community Charter, Local Government Act and other related statutes.
- Experience leading Information Technology.
- Solid understanding of Asset management practices and principles and experience in developing Sustainable Asset Management Plans.
- Ability to demonstrate and garner respect and confidence.
- Credible and trustworthy with an ability to develop and maintain positive and collaborative working relationships with staff, Council, and a wide variety of stakeholders.
- Advanced leadership skills with a proven ability to motivate teams to perform at their optimized level.
- Knowledge of technology systems, processes and approaches and comfortable using technology in the workplace.
- Excellent analytical, problem solving and technical skills.
- Proven track record of managing and achieving outcomes, adapting to changing priorities and anticipating emerging issues.

