

DISTRICT OF COLDSTREAM



OPPORTUNITY PROFILE

DIRECTOR OF FINANCIAL ADMINISTRATION

COMPETITION NO: 2025-10



The Community

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities. With a stable population of over 11,700, it's the second largest municipality within the North Okanagan Regional District.

The Position

We are seeking to fill the position of Director of Financial Administration. The ideal candidate will be a dedicated, experienced professional, knowledgeable to work independently but capable of working as part of a strong management team. This exempt, full-time position will be of interest to a confident professional who thrives in a busy work environment, is self-motivated and enjoys working with people. If you have a "can-do" attitude, can build positive relationships, are experienced in leading and mentoring staff, and are detailed and results oriented - then we want to hear from you!

Reporting to the Chief Administrative Officer, the Director of Financial Administration is responsible for the overall supervision of the organization's financial operations and for performing the statutory duties of the Financial Officer pursuant to the *Community Charter*. This includes: directing and carrying out activities required for the financial management of the District consistent with plans, policies, bylaws, regulations and specifications; supervising staff in carrying out duties; and coordinating the activities of the Financial Administration Department with other departments the District.

Responsibilities also include the oversight of the Information Technology systems and supervising/supporting the Human Resources and Safety function.



KEY COMPETENCIES & SUCCESS FACTORS

Leadership

Demonstrates authentic leadership by giving guidance and support, a mentor and positive role model. Leads by example with an engaging style. Has a consistent approach to working respectfully with others.

Management

Proven record of being able to inspire, direct, evaluate people and activities. Sets objectives which are specific and clearly communicated, measurable, realistic and time targeted, and holding people accountable for their results. Seeks out, appreciates and acknowledges input from others.

Visionary

"Fresh eyes & Fresh Thinking." Understands and interprets social, economic and political trends and issues facing the municipality. Innovative, open-minded and willing to explore new ideas and approaches.

Communication

Builds trust through clear, concise and positive communication. Works collaboratively with others and is sensitive to diverse needs of staff, council and the community. Possess an honest, open and consistent approach to working with people. Highly ethical, honest, forthright and transparent.

Customer Service

Confidence in ensuring customer needs are identified and addressed; ensuring appropriate consultation with all stakeholders and deliver timely, cost effective and quality service. Simplifies often complex and lengthy matters and runs a department that is service oriented.



Primary Duties & Responsibilities

- Plans, directs and coordinates the functions and workload within the Department and ensures that schedules, procedures and performance standards are developed and met.
- Plans, directs and coordinates the preparation of annual and long-term operational and capital budgets. Provides direct oversight, control and implementation of approved budgets.
- Responsible for the preparation of statements and reports on municipal financial affairs for Council, administrative officials and the public; includes financial reports on the status and variance of all operating and capital budgets.
- Prepares year-end financial working papers, internal statements and municipal reporting forms for audit review and liaises with the District auditors in connection with the financial audit.
- Responsible for complying and supplying information relating to the financial affairs of the municipality as required by the Inspector of Municipalities.
- Prepares all financial bylaws, resolutions and subsequent amendments relating to the revenues, expenditures, tax levies and other fiscal and operating matters within the scope of duties of this position. This includes, but is not limited to, bylaws related to the Financial Plan, fees & charges, user rates, tax rates, loan authorization and others.
- Oversees Information Technology (IT) support services. Works with IT consultant to ensure efficient management and operation of necessary IT systems.
- Supervises and supports the Human Resources & Safety Advisor.
- Oversees the development and maintenance of the District's asset management plan, including strategies, policies and procedures.
- Prepares, or directs the preparation, of reports and makes recommendations to the Chief Administrative Officer on financial matters related to the scope of duties of the position.

Required Education & Experience

- Degree from a recognized post-secondary institution in Accounting, Finance, Business or Public Administration.
- Chartered Professional Accountant (CPA) designation.
- Minimum of five (5) years of increasingly responsible, relevant experience in public sector finance (including supervisory experience) preferably in a local government setting, or an equivalent combination of education and experience.
- Must have a thorough, and demonstrated knowledge, of the principles and practices of public sector accounting standards (PSAS), internal control procedures, computerized financial applications, finance and fiscal planning, and budgetary, accounting and reporting systems.
- Must have a thorough, and demonstrated knowledge, of municipal legislation including the *Community Charter*, *Local Government Act*, and other related regulations, policies and procedures.

Required Skills & Abilities

- Exceptional interpersonal, communication, presentation, public relations, problem solving, investigative, decision making, leadership and general management skills.
- Effective written and verbal communication skills including the ability to prepare comprehensive, concise and clear reports and deliver oral presentations.
- Ability to multi task, be organized, retain strong attention to detail and be results oriented in a multi-faceted, fast-paced environment with changing priorities.
- Knowledge of and demonstrated fiscal responsibility in support of budget preparation and control.
- Ability to work effectively, independently and cooperatively in a team atmosphere.
- Ability to exercise courtesy, tact, diplomacy in the exchange of non-routine information with other employees and outside agencies.
- Proficiency in the use of Windows Office applications and extensive knowledge in computer systems relevant to municipal operations. Experience with MAIS accounting software is desired.

Compensation

The 2025 salary range for this position is \$123,800 to \$139,840 based on the successful candidate's education and experience, and includes an extensive benefits package.



Please submit a covering letter and resume in confidence, quoting Competition #2025-10, by 4:00 p.m. local time on Wednesday August 13, 2025 to:

Chief Administrative Officer
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6

Email: hr@coldstream.ca