



DISTRICT OF

**Vanderhoof**

**EMPLOYMENT OPPORTUNITY**

## **Chief Financial Officer**

Vanderhoof is a friendly and welcoming rural community located in the geographical centre of British Columbia and is at the “Heart of it All” when it comes to lifestyle and employment opportunities. With a population base of roughly 4,500, and serving a larger area of nearly 10,000, Vanderhoof is an active community with great indoor/outdoor recreation facilities and trails. Vanderhoof is situated along Highway 16 (Yellowhead Highway), and located an hour west of Prince George, BC.

The District of Vanderhoof is seeking an experienced and forward-thinking Chief Financial Officer (CFO) to join our senior leadership team. Reporting to the Chief Administrative Officer, the CFO is the District’s senior financial official and statutory financial officer under the *Community Charter*. This role provides strategic financial leadership, oversees all corporate financial operations, ensures legislative compliance, and supports evidence-based decision-making for Council and the organization.

The CFO oversees three (3) regular full-time unionized Finance employees and provides operational oversight to the Visitor Centre, including two (2) regular full-time unionized employees. This exempt position offers a 2026 salary range of \$111,467 to \$135,073, a 35-hour work week, and a comprehensive benefits package.

### **Key Responsibilities**

- Provide statutory financial leadership and ensure compliance with the *Community Charter* and related legislation.
- Lead development of the Provisional, Final, and Five-Year Financial Plans.
- Oversee financial reporting, year-end processes, and lead the annual external audit.
- Manage taxation, revenue services, grant administration, and financial operations.
- Provide financial oversight of the District’s Asset Management Program, including lifecycle costing and long-term capital renewal planning.
- Supervise Finance staff and oversee Visitor Centre operations.
- Prepare financial bylaws, reports, and presentations for Council.
- Support strategic planning and provide financial advice to Council, CAO, and departments.

### **Required Skills & Qualifications**

- University degree in Business, Public Administration, Commerce, or related field.
- Professional accounting designation (CPA).
- Extensive knowledge of municipal finance, budgeting, auditing, and public-sector accounting standards.
- Experience in strategic planning, financial policy development, and capital planning.
- Demonstrated supervisory experience in a unionized environment.
- Strong communication, analytical, and leadership skills.
- Proficiency with Microsoft Office; familiarity with MAIS is an asset.

### **How to Apply**

For a full description of the position or to apply please contact the Human Resources Department at [rgent@vanderhoof.ca](mailto:rgent@vanderhoof.ca), by Monday, June 22, 2026 at 4:30pm. The District is committed to diversity, equity and inclusion. We invite all qualified candidates to apply.

*We want to thank all applicants; however, only those chosen for an interview will be contacted.*