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# Director of Finance or Deputy Director of Finance

**Job Category:** Corporate Services

**Requisition Number:** DIREC001085

Posted: June 4, 2026

Full-Time

On-site

Cranbrook, BC V1C2M8, CAN

## Job Details

### Description

#### Job Details

**JOB LOCATION:** On-site, Cranbrook, BC  
**POSTING TYPE:** Exempt  
**POSITION TYPE:** Full-Time  
**HOURS OF WORK:** A compressed schedule of 70 hours over two weeks, with one scheduled day off every pay period. (Average 7.75 hours per day)

#### THE CITY OF CRANBROOK

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the "Basecamp of the Kootenays", Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

The City offers a competitive benefits package including extended health, dental and vision care, short and long-term disability, pension plan, accidental death and dismemberment insurance, life insurance and a \$500/yr. health and wellness benefit.

## Director of Finance

**ANNUAL SALARY** \$133,878.71 to \$163,138.26 Exempt Salary Grid Band E2

#### POSITION OVERVIEW

The Director of Finance reports to the Chief Administrative Officer (CAO) and is a key member of the leadership team, responsible for guiding the City's financial direction and ensuring strong stewardship of public resources. As the statutory Financial Officer, this role oversees core financial functions including budgeting, financial planning, reporting, revenue management, and investments. The Director provides strategic advice to the CAO, Council, and senior staff, supports long-term financial sustainability, and leads the development of sound financial policies and practices.

## **KEY RESPONSIBILITIES**

- Ensures the keeping of all funds and securities of the City
- Receives all monies paid to the City
- Dispersing of funds of the City in accordance with approved procedures
- Ensures the accurate account of all monies received or receivable to the City
- Ensures that an accurate and complete account of the financial affairs and all assets and liabilities and transactions affecting the financial position of the City
- Invests funds, until required, in investments referred to in the Local Government Act
- Compiles and supplies information on the financial affairs of the City
- Preparation of periodic financial information and statements as required by the City Administrator or Department Heads for budget control or analysis purposes
- Supervises the RCMP municipal employees
- Assists the CAO, as required, in Union negotiations and labour relations matters
- Collation of the Provisional, Five Year Capital and Annual Budgets
- Recommendations to the CAO on financial matters
- Assists the CAO in developing and establishing operating policies and procedures in line with the objectives and policy directions of Council as they relate to financial management
- Attends all Regular Meetings of Council and designated Committees as required
- Any other duties/responsibilities as assigned by the CAO

## **ESSENTIAL QUALIFICATIONS**

### **EDUCATION**

- Grade 12 Diploma (Academic program)
- Recognized professional accounting designation - CPA

### **EXPERIENCE**

- Eight (8)+ years local government or financial experience

### **SPECIFIC SKILLS**

- Good working knowledge and understanding of the Municipal Act, policy preparation and labour relations
- Ability to communicate effectively and tactfully with elected officials, staff and the public
- Ability to direct and supervise a variety of subordinates
- Ability to prepare complete and concise reports on a broad range of subjects
- Ability to work with limited supervision

### **SPECIAL REQUIREMENTS**

- Bondable

## **Deputy Director of Finance**

**ANNUAL SALARY** \$127,896.71 to \$155,848.86 Exempt Salary Grid Band E1

### **POSITION OVERVIEW**

The Deputy Director of Finance supports the Director of Finance in overseeing the City's financial operations and ensuring effective stewardship of municipal resources. This role contributes to key functions including accounting, financial reporting, budgeting, investments, and debt management, while supporting audit processes and strengthening internal controls. The Deputy Director provides financial analysis and advice to inform decision-making, collaborates with internal and external partners, and assumes full departmental responsibility in the Director's absence, offering a strong leadership opportunity within the organization.

## **KEY RESPONSIBILITIES**

- Maintain (through the Financial Manager) all accounting functions and all tax and utility notification/collection processes according to established fund accounting practices and procedures
- Develop, implement and monitor internal audit procedures in the Finance Department
- Prepare year-end adjustments, working papers and closing entries prior to annual external audit
- Review all year-end working papers and lead sheets in preparation for financial audit
- Assist the Director of Finance with the preparation and issue of the Financial Plan and with the implementation of budget control procedures
- Administer City borrowing pursuant to *Community Charter*
- Administer City's debt portfolio
- Administer City reserves pursuant to *Community Charter*
- Prepare various financial reports, bylaws and report/recommendations for the Director of Finance, senior staff and Council as required
- Prepare cash flow information relative to the City's operational budget
- Invest and track City funds with proper regard for safety and yield
- Assist the Director of Finance in the performance of their duties (statutory or otherwise)
- Assume the responsibilities of the Director of Finance during their absence, including full signing authority
- Coordinate the banking services arrangement per City policy and provide liaison between City staff and the appointed Banker
- Analyse lease proposals and arrange lease financing for City equipment
- Other duties as assigned by the Director of Finance
- Administer permissive tax exemptions and contributions to organizations

## **ESSENTIAL QUALIFICATIONS**

### **EDUCATION**

- Grade 12 Diploma (Academic program)
- Recognized professional accounting designation - CPA

### **EXPERIENCE**

- Five (5) years local government experience
- Five (5) years financial experience

### **SPECIFIC SKILLS**

- Ability to communicate effectively and tactfully with Council, staff and the public
- Ability to prepare complete and precise reports
- Ability to direct and supervise staff
- Ability to work with a minimum of supervision

### **SPECIAL REQUIREMENTS**

- Good working knowledge of CICA Handbook – Public Sector
- Good working knowledge and understanding of the *Community Charter*, Municipal Bylaws and other Statutory Acts and Regulations as they relate to the duties of the Deputy Director of Finance
- Bondable

**CLOSING DATE**    **Open until filled**