26-171 Deputy Director of Finance (RFT)

Regular Full-Time (EXEMPT) Open until filled

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Maple Ridge, British Columbia



Deputy Finance Director

COMPETITION: #26-171 Deputy Finance Director
STATUS: Regular Full-Time
DEPARTMENT: Finance
SALARY: $ 162,751.37 - $193,752.00
CLOSING: Open until filled

We strive for excellence as we deliver vital municipal services with innovation, accountability and efficiency to meet the needs of the community now and into the future. Be part of our story. Come grow with us!

POSITION OVERVIEW

Reporting to the Director of Finance, the Deputy Director of Finance is accountable for the effective leadership, management, and delivery of the City's corporate accounting, financial reporting, internal financial control, and payroll functions.

The Deputy Director leads the preparation of accurate, timely, and compliant internal and external financial reports, including annual financial statements and statutory financial reports, in accordance with applicable legislation, Public Sector Accounting Standards (PSAS), City policies, established financial controls, and delegated authority.

The Deputy Director oversees the integrity of the City's accounting records and payroll operations and ensures that activities are administered in accordance with applicable legislation, City policies, and principles of fairness, transparency.

The Deputy Director leads and manages the City's accounting, and payroll functions, providing direct supervision to the Manager of Accounting and Senior Payroll Coordinator. The position establishes priorities, allocates resources, monitors performance, supports staff development, and promotes consistent, responsive, and high-quality service delivery.

The Deputy Director provides technical financial expertise, analysis, and advice to City departments, senior management, and the Director of Finance. The position supports the Director of Finance with corporate financial planning, financial policy development, and the preparation of reports and recommendations for the Senior Leadership Team, Council, and Council committees.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

• Degree in Business Administration with a professional financial designation (CPA, CA);

• Minimum of seven years of progressively responsible accounting and financial reporting experience, preferably in a municipal, local government, public-sector, or similarly complex organization.

• Minimum of three to five years of progressively responsible supervisory or management experience, including experience leading professional and support staff.

• Demonstrated experience preparing annual financial statements, coordinating external audits, applying PSAS, and maintaining or strengthening internal financial controls.

• Demonstrated experience with payroll oversight and/or payroll administration in a unionized environment is preferred.

• Experience with municipal financial systems, enterprise resource planning systems, financial reporting tools, and process-improvement initiatives is preferred.

• Valid Class 5 British Columbia Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

• Extensive knowledge of professional accounting principles, Public Sector Accounting Standards (PSAS), financial reporting requirements, and internal financial controls within a complex public-sector or municipal environment.

• Experience leading or participating in the implementation, upgrade, or optimization of enterprise resource planning (ERP), financial, accounting, payroll, human resources information systems (HRIS), is considered an asset.

• Strong knowledge of municipal financial operations and applicable legislation, including the Community Charter, Local Government Act, and related statutory, reporting, and accountability requirements.

• Strong knowledge of corporate accounting practices, general ledger administration, financial statements, year-end processes, external audit requirements, accounting systems, accounts payable, accounts receivable, and payroll.

• Knowledge of payroll administration requirements, including applicable employment standards, income tax, pension, benefit, collective agreement, and other legislative or regulatory obligations.

• Demonstrated ability to lead year-end financial statement processes, coordinate multiple contributors, manage competing priorities and statutory deadlines, and support external audit processes.

• Strong analytical, problem-solving, decision-making, planning, organizational, and project-management skills.

• Demonstrated ability to lead, coach, develop, supervise, and evaluate professional, technical, and support employees; build team capability; and promote accountability, collaboration, and continuous improvement.

• Excellent written and verbal communication skills, including the ability to prepare clear, accurate, and concise reports, recommendations, briefing materials, and presentations, and to communicate complex financial matters to technical and non-technical audiences.

• Ability to exercise discretion and sound judgment when handling confidential payroll, financial, personnel, and corporate information.

• Demonstrated commitment to continuous improvement, responsive internal customer service, and organizational effectiveness.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Professional Financial Designation (CA, CPA)

EQUITY STATEMENT

At the City of Maple Ridge, we are dedicated to cultivating an inclusive culture that actively values and embraces diversity. We strive to attract and retain a talented, diverse workforce that is broadly reflective of the community we proudly serve. Accommodations are available on request for candidates taking part in all aspects of the selection process by contacting recruitment@mapleridge.ca.

WHAT WE OFFER YOU:

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.

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