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Opportunity



Director of Finance



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ABOUT US: TOWN OF SMITHERS

Surrounded by mountain ranges and beautiful lakes and rivers, Smithers (www.smithers.ca) is well known as a northern gem. The Bulkley Valley is the traditional territory of the Wet'suwet'en who have lived here for countless generations. Their rich culture is seen and heard throughout the valley, the land that they have known and loved longer than memory can recount.

The town has a population of around 5,400 and is a service hub for the surrounding region comprised of approximately 15,000 people.

Residents enjoy four seasons of recreational activities: including a ski hill within half an hour of town, world-class fishing, backcountry and cross-country skiing, hunting, golfing and alpine trails for hiking and horseback riding, along with a lively music scene, boutique shopping, an art gallery and museum, an aquatic centre, and numerous family-friendly activities.

Recognizing the importance strong financial leadership plays when it comes to delivering the very best of services to its residents and visitors alike, the Town of Smithers is looking to attract an accomplished municipal executive as Director of Finance.

Learn more about becoming a resident in the Town of Smithers in their official guide (<https://bit.ly/4hB86KZ>).

POSITION SUMMARY: DIRECTOR OF FINANCE

Reporting to the Chief Administrative Officer and working closely with Mayor and Council, you will assume complete responsibility for the overall financial management of the Town. As a key member of the senior management team, you will oversee a team of five that includes a deputy director of finance, senior accountant, payroll and benefits, accounts receivable, and accounts payable.



The Director of Finance is responsible for the overall direction and control of accounting, financial reporting, budgeting, financial forecasting, investing, revenue collections, property taxation, payroll, and expenditure control functions of the Town.

You will provide advice, guidance, and direction on financial matters to the Chief Administrative Officer, department leaders, and Mayor and Council.

You will perform all the statutory duties as required under the Community Charter as the Financial Administrator of the Town of Smithers.

KEY JOB DUTIES:

- Oversee centralized accounting services, including accounts payable, accounts receivable, utility process, payroll and billing.
- Oversee the annual property taxation process.
- Be responsible for financial services including financial analysis, financial bylaw preparation, cost recovery calculations, effective management of tangible capital asset accounting and reporting, long term financial planning, reserves and debt management, financial policy, grant reporting, and other financial management, information and advice.
- Coordinate, prepare, review and recommend Town annual capital and operation budgets; monitor and administer approved budgets and report on same.

- Review and monitor departmental budgets and provide advice, assistance and guidance to departments on improving financial accountability, financial impact, options for business solutions and business plans.
- Prepare all annual financial statements and report on municipal financial affairs for other levels of government, administrative officials, Council and the general public.
- Develop and administer financial policies, procedures and programs that contribute to good financial management of the Town.
- Ensure compliance with all Federal and Provincial financial requirements, including requirements of the Public Sector Accounting Board.
- Identify risk and ensure risk management and liability exposures are addressed and monitored.
- Identify and obtain proper insurance coverage for the Town liabilities, property and vehicles.
- Oversee the development and implementation of financial systems and controls which respond to the services needed by Council, public and Town departments.
- Provide leadership to the Finance Department team through delegation, coaching, professional development, guidance, empowerment and motivation while managing and maintaining performance at a high level.
- Manage and direct activities of the Finance Department and make effective use of staff and resources to meet established departmental work objectives including: development of staff, supervision and appraisal, and approval of training programs.
- Proactively initiate the formulation and recommendation of short and long term fiscal strategies including the preparation of a five-year financial plan for the Town and define financial goals and objectives in keeping with such plans.
- Coordinate the annual audit with external auditors.
- Liaise with service providers such as banks and investment providers to ensure financial dealings are appropriate.
- Review and prepare Town Fees and Charges Bylaws when applicable.
- Perform other related duties, as requested by the Chief Administrative Officer.



SKILLS AND ABILITIES:

- Ability to communicate in a clear and concise manner (oral and written) that serves to clarify intent, achieve goals and detail the complexities of any given situation.
- Ability to play a leadership role by exercising tact, diplomacy and respect for others.
- Ability to create commitment, develop motivation and demonstrate leadership in organizational change.
- Ability to build and maintain effective working relationships with staff at all levels in the organization.
- Ability to provide supervision, leadership, and direction to unionized staff including motivating, training and conducting performance reviews.
- Ability to work as part of a team.
- Ability to establish and maintain positive working relations with members of Council.
- Ability to use discretion when handling sensitive, high level or confidential matters.
- Strong organizational skills including a demonstrated ability to multitask, organize, and prioritize work within a fast paced and change oriented work environment and within established deadlines.
- Ability to work independently without immediate supervision.
- Ability to solve problems and to exercise initiative and provide innovative solutions.
- Advanced level of proficiency with Microsoft Office Suite software and applications (e.g. Excel, Word, PowerPoint and Outlook).
- Proficient in the use of local government financial software (e.g. Vadim).
- Thorough knowledge of the *Community Charter*, *Local Government Act* and other related statutes/laws.



EDUCATION, EXPERIENCE AND KNOWLEDGE

- Ideally you will have a University Degree coupled with a financial designation, and 7 to 10 years in senior financial management roles with similar responsibilities ideally within a local government, Regional District, School District, Healthcare or perhaps a Crown Corporation setting.
- You are a “big picture” leader, tactical problem solver, deal effectively with competing priorities, and well respected for your ability to work well under pressure.
- You are an experienced strategic departmental leader known for your ability to execute and deliver results on time and within budget.
- You have managed multimillion dollar operations and are known for your ability to build award winning teams fully committed to customer service excellence.
- You are comfortable dealing with a wide variety of stakeholders both internal and external.
- You have excellent financial business acumen coupled with strong financial analytical skills and known for your use of logic and data to present opportunities, or to resolve situations.
- You have experience managing diverse teams in a unionized environment and are well respected for your professionalism, commitment, and passion.
- You hold your employees accountable and are known for setting work objectives that are realistic.



HOW TO APPLY

This is a unique opportunity to become part of the vibrant future of the Town of Smithers. Are you ready to take on the responsibilities of this sought-after financial leadership role?

For more information please call Grant C. Smith CHRP at (604) 806-7715 or to apply for this position, forward your resume quoting assignment **SDOF** in Microsoft Word format to: grantsmith@waterhousesearch.com

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The Town of Smithers is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.