



## **District of Tumbler Ridge Job Opportunity Finance Manager Competition 2024-08**

### **About Us:**

The District of Tumbler Ridge is a vibrant municipality nestled in the breathtaking foothills of the Rockies in Northern BC. Known for its stunning natural beauty and rich resources, Tumbler Ridge offers an exceptional quality of life and abundant outdoor recreational opportunities. We are committed to fostering a diverse, inclusive, and innovative community where residents thrive and businesses prosper.

### **Position Overview:**

We seek a highly skilled and experienced Finance Manager to join our dynamic team. Reporting to the Director of Finance/CFO, the Finance Manager will be pivotal in overseeing the municipality's day-to-day financial operations. This position offers an exciting opportunity to lead and direct financial services, programs, and projects while ensuring compliance with legislative requirements and best practices.

### **Key Responsibilities:**

- Manage the Finance Department's day-to-day operations, ensuring completeness and accuracy in financial management, fixed asset management, internal control, and audit.
- Supervise all operational Finance Division staff, providing leadership, training, development, and performance management.
- Prepare the District's statutory financial reporting, including annual audited financial statements and Statement of Financial Information.
- Ensure compliance with PSAB and DTR bylaws and procedures, maintaining complete and accurate accounts of assets, liabilities, funds, and securities.
- Collaborate with the Director of Finance to develop and implement best practices in financial control processes and procedures, recommending appropriate policies and procedures.
- Work collaboratively with other departments to implement accounting policies, systems, and controls in accordance with GAAP and applicable legislation.
- Maintain effective business relationships with provincial government agencies, neighboring local governments, and regional jurisdictions.
- Prepare reports and presentations on financial services matters for the Mayor and Council, staff, external agencies, and the public.
- Attend Council meetings, committees, or commissions as directed by the Director of Finance/CFO.
- Perform any other related duties or tasks as required.

### **Candidate Requirements:**

- A minimum of five (5) years of experience in the public sector or local government, including two (2) years of management or supervisory experience in a unionized public-sector environment, or equivalent experience is required.
- Degree in Business Management or Administration.
- Minimum BC class 5 driver's license.
- Ability to work confidentially.

- Proficiency in MAIS and Questica software is considered an asset.
- Certified Public Accountant (CPA) designation preferred.
- Thorough knowledge of fund accounting and budgeting practices.
- Knowledge of financial planning and analysis, as well as business planning.
- Ability to interpret complex legislation and make sound decisions in accordance with applicable regulations.
- Ability to think creatively, develop innovative solutions, and exercise good judgment.
- Strong time management, project management, and organizational skills.
- Ability to provide leadership and supervise unionized staff.
- Acute attention to detail with excellent written and verbal communication skills.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Preferred Qualifications:

### **We Offer:**

The District of Tumbler Ridge is an equal-opportunity employer, and we encourage candidates of all backgrounds to apply. We thank all applicants for their interest but will contact only those selected for an interview.

- Competitive salary and benefits package.
- Opportunities for professional development.
- A supportive and collaborative work environment.

Salary: from **\$106,921 to \$122,897**, depending on relevant training and experience.

Interviews will begin on April 28, 2024

### **Competition closes at 12:00 PM on April 19, 2024**

Please forward your resume to:  
 Human Resources Department  
 District of Tumbler Ridge.  
 P.O Box 100  
 Tumbler Ridge, BC, VOC, 2W0  
 Or by email: [hrcoordinator@dtr.ca](mailto:hrcoordinator@dtr.ca)