



District of Tumbler Ridge

Job Description

Finance Manager

Department:	Finance
Reports To:	Director of Finance / Chief Financial Officer (CFO)
Updated:	March 6 th , 2024
About us:	The District of Tumbler Ridge is a great place to live and work. Our operations are diverse, requiring a variety of positions as well as different levels of skill and education.

About the role: Under the direction of the Director of Finance / CFO the Finance Manager coordinates, leads, and directs a wide range of services, programs, and projects in the area of financial services. The Finance Manager provides support, advice, and guidance on the consistent application of legislation, bylaws, policy, and procedures on finance related matters to directors and staff. In addition to routine financial service's duties, the Finance Manager will be the subject expert and responsible for financial risk management.

- Responsibilities:**
- Manages the day-to-day operations of the Finance Department and ensures completeness and accuracy of departmental work including financial management, fixed asset management, internal control, and audit.
 - Responsible for managing all operational Finance Division staff and any related issues. This includes training and development, labour relations, hiring, performance management and employee concerns/issues.
 - Prepares the Districts statutory financial reporting including the annual audited financial statements, and Statement of Financial Information.
 - Ensures complete and accurate accounts of all the assets and liabilities, funds, and securities; monies received or receivable or disbursed or expended; and any other transactions which affect or may affect its financial position in accordance with PSAB, DTR bylaws and procedures.
 - Assists the Director of Finance in the development and implementation of best practices in financial control processes and procedures and assists in recommending, developing, and implementing appropriate policies and procedures.
 - Works collaboratively with other departments in the implementation of appropriate accounting policies, systems and controls in accordance with GAAP to ensure they are in compliance with best practices and applicable legislation.
 - Establishes and maintains effective business relationships including working with other departments as an internal business partner to support the achievement of their work plans.
 - Maintains effective contact with such provincial government agencies and ministries, neighbouring local government and regional jurisdictions, and other committees, boards and commissions as may be desirable in the interest of the district.
 - Prepares reports and presentations for Mayor and Council, staff, external agencies, and the public on a variety of matters related to financial services.
 - Attends Council meetings, committees, or commissions or other organizations as may be directed or authorized by the Director of Finance / CFO.
 - Any other related duties or tasks as required.



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Candidate Requirements:

- **REQUIRED** - Minimum of five (5) years of experience in public sector or local government, including two (2) years of management or supervisory experience in a unionized, public-sector environment, or equivalent experience.
- **REQUIRED** - A Degree in Business Management or Administration.
- **REQUIRED** – Minimum BC class 5 driver's license.
- **REQUIRED** – Ability to work in a confidential manner.
- **REQUIRED** – Proficiency in MAIS and Questica software is considered an asset.
- **REQUIRED** – Thorough knowledge of fund accounting, budgeting practices, and best practices.
- **REQUIRED** – Knowledge of financial planning, analysis, and business planning.
- **REQUIRED** – Ability to interpret complex legislation and make sound decisions in accordance with the applicable legislation, regulations, policies, and procedures.
- **REQUIRED** – Ability to think creatively, develop innovative solutions, and exercise good judgment.
- **REQUIRED** – Ability to manage time, projects, and deadlines effectively in a well-organized manner.
- **REQUIRED** – Ability to provide leadership and supervise unionized staff.
- **PREFERRED** - Certified Public Accountant Designation (CPA) - or working to obtain.
- **PREFERRED** – Acute attention to detail with the ability to prepare correspondence, reports, manuals, and business cases on a wide variety of matters.
- **PREFERRED** – Ability to learn and apply new skills; motivated and willing to take initiative and full responsibility for selected activities.
- **PREFERRED** – Ability to establish and maintain effective working relationship with other employees, managers, and directors and external agencies.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Working Conditions

The work schedule will normally be Monday to Friday, but flexibility is necessary for year-end and budgets. The Finance Manager will be entitled to the benefits and conditions of employment as approved by the Director of Finance.

****A CRIMINAL RECORD CHECK MUST BE COMPLETED****