



Making a difference...together

# Leadership Opportunity

## Manager, Financial Systems & Reporting

### Finance & Technology – Financial Services

|                               |   |
|-------------------------------|---|
| Competition                   | <b>18/244</b>   |
| Status                        | <b>Exempt Management</b>  |
| Salary Range                  | <b>\$104,380 - \$122,800 annually</b>   |
| Review of applications begins | <b>4:00pm on November 22, 2018 but the position will remain open until filled.</b>                  |
| Notes                         | The anticipated length of this assignment is approximately 12 months to cover an employee on leave. |

### Position Purpose

The Manager, Financial Systems & Reporting is responsible for providing leadership and strategic direction specific to the CRD's planning, coordination and supervision of the Financial Systems and Reporting section. As a member of the Financial Services team, the incumbent manages the CRD's accounting operations focusing on financial systems, corporate disbursement transactions (including payroll), advising on related policies and practices, and encompassing banking, internal controls, reporting, audit and tax compliance. As a change agent, the manager will drive change towards a more collaborative and consultative business partnership with divisional clients. The role leads the implementation of financial system strategies as directed by the Senior Manager of Financial Services and in partnership with information technology to support the timeliness and accuracy of internal and external financial information and reports. The position also works collaboratively with other division managers as well as CRD departments to provide best-in-class customer service with a commitment to simplification, transparency, and innovation. This position provides oversight to ensure compliance in financial reporting with the Local Government Act and Community Charter.

### Key Accountabilities / Position Outcomes

- Leads and manages all Financial Services Division activities related to systems and processes necessary for the development, maintenance, and management of the general ledger, sub ledgers, related modules (i.e. FM, FI, CO, etc.), other related financial systems and resultant financial statements and filings.
- Provides leadership, recommendations and direction on the development of systems implemented and used by other Departments that have implications to the Financial Services Division.
- Manages the accuracy and timeliness of day-to-day activities of accounting, accounts payable, payroll, cash and fixed asset accounting.
- Manages the development, and preparation of annual financial statements (in accordance with PSAB), annual reports, and the annual statement of financial information (in accordance with the Financial Information Act).
- Provides direction and oversees corporate disbursement controls, processes and reporting.
- Provides strategic level reviews and maintains a system of Internal Control over Financial Reporting including IT general controls.
- Develops, implements and monitors adherence to corporate financial policy and procedures relating to financial reporting, disbursements, accounting and payroll.
- Ensures that the corporate financial policies, processes and reporting adhere with current PSAB and GAAP guidelines.
- Provides input and leadership in support of decision making of financial issues affecting the organization and brings best-in-class ideas to implement cost and process efficiencies on a continuous basis.
- Leads, recommends, develops and oversees the implementation of changes as required to improve financial reporting and

internal controls efficiency and effectiveness.

- Manages and coordinates the CRDs annual external audit process.
- Recommends on and leads implementation of the system training strategy for the financial services division.
- Responsible for the leadership and management of employees and contractors within area of responsibility, including employment and labour relations matters involving: employee hiring, promotion, demotion and other personnel matters; discipline and discharge; representing management in the grievance procedure; input on behalf of management into labour relations matters, and representing management on committees; maintaining Employer confidentiality; and developing, supporting and implementing various corporate and legislated policies, procedures and practices.
- Other related duties as may be required.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

### **Qualifications**

- A degree in Finance, Commerce, Business Administration, Public Administration or related, plus a CPA designation and a minimum of 8 years of relevant accounting experience including experience in a local government environment or an equivalent combination of education and experience.

### **Role-specific Knowledge, Skills & Abilities**

- Broad exposure to complex fund accounting and considerable experience working with complex financial systems (experience with an ERP system such as SAP would be an asset).
- Good working knowledge of financial accounting and reporting requirements as per the Public Sector Accounting Board (PSAB), knowledge and experience related to legislation such as the Local Government Act, and the Community Charter is required.
- Proven ability to develop and implement business process improvements and incorporate best practices that drive sound decisions and ensure fiscal accountability.
- Embraces change and develops implementation plans to effectively communicate, build commitment and overcome resistance.
- Exemplifies leadership excellence through the display of optimism, building trust and mobilizes others to understand the corporate vision.
- Leads the way by displaying innovative thinking and creativity, meeting challenges with resourcefulness and optimism and generates an environment of continual process improvement understanding our contextual environment.
- Must be a team oriented leader with high level of integrity and business ethics and has proven themselves as a hands-on and results driven individual.
- Works collaboratively to establish and maintain working relationships with staff and all levels of management and the Board/Committees/Commissions.
- Ability to motivate and maximize contributions of the team to meet changing business needs.
- Ability to tactfully, courteously and effectively work and communicate with the public, staff, and management.
- Demonstrated management experience in a client-focused environment, ideally a unionized environment.
- Knowledge and experience working with MS Office programs, Sharepoint and other relevant software.
- Exceptional leadership skills, demonstrated by a proven ability to: work effectively with staff and establish and maintain respectful and professional relationships with both internal and external stakeholders.
- A valid BC Driver's License is required.

### **Applications**

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "[Careers](#)".

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**

## Appendix – Leadership Profile

### **Leadership Profile:**

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.

### **Leadership Summary:**

Leaders at this level are generally recognized as having developed specialized knowledge and skills in their area of expertise and respond to a range of moderately complex problems and situations. They respond to client needs and improve products or services in their own area, contributing to the achievement of the team goals. Working on assignments independently or with minimal supervision/guidance, they apply knowledge and skills to a range of activities and act as a technical resource to others in own area.

### **CRD Leadership Competencies:**

*While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position:*

#### **Thinks Strategically**

Thinks strategically when analyzing issues, making decisions and prioritizing actions, including:

- Takes an organizational perspective
- Ensures client and stakeholder interests are considered
- Aligns decisions and actions with the CRD strategic plan
- Assesses social, economic and environmental trends for opportunities and challenges

#### **Sees the Big Picture**

Understands and helps others see the complexity of the CRD environment, including:

- Identifies connections, relationships and possibilities between and within different parts of the CRD
- Considers the impact of actions on other areas and/or the whole organization
- Helps others to connect current actions with the vision and strategic goals of the CRD
- Reviews and adapts plans to take advantage of emerging opportunities and to address changes in other areas.

#### **Is Accountable for Results**

Aligns the people, resources and systems necessary to deliver business results, including:

- Takes personal accountability for actions and outcomes in own area of responsibility
- Delegates appropriately to achieve results
- Empowers others to be accountable by setting clear outcomes, checking-in regularly, and providing mentoring to ensure goals are met
- Celebrates individuals/teams successfully delivering outcomes