



Making a difference...together

# Employment Opportunity

*Make a difference and become a part of the Capital Regional District's vibrant future! The successful incumbent in this position will support the Capital Region Housing Corporation.*

## Senior Financial Advisor

### **Finance & Technology – Major Projects**

Competition	<b>19/016</b>
Status	<b>Regular Full time</b>
Hours of Work	<b>70 hours bi-weekly</b>
Rate of Pay	<b>\$47.73 - \$53.90 per hour</b>
Review of applications begins	<b>This competition will remain open until the successful candidate is found</b>

### **Summary**

The Senior Financial Advisor is an integral member of the Financial Services team. The Senior Financial Advisors act as Controllers for their individual service areas and are responsible for budgeting, accounting and funding in order to advise and support strategic decision making, financial sustainability and efficient delivery of financial services. Working closely with client managers, the Senior Financial Advisors support the development of operating and capital budgets, deal with various funding sources and provide debt management services. This position is also responsible for ensuring that Board approved policies and guidelines and Generally Accepted Accounting Principles as they relate to local governments including Public Sector Accounting Board (PSAB) principles are being followed.

The current focus of this position is to support the CRD Capital Region Housing Corporation.

### **Duties & Responsibilities**

- Responsible for the development of numerous budgets both operating and capital, and performs all related funding, accounting, reporting, debt management and forecasting functions.
- Monitors and analyzes operating and capital expenditures, reviews and reports budgetary variances, and prepares regular capital progress reports.
- Provides information and interpretative advice to internal/external stakeholders related to operating and capital budgets, grant funding and cash flows.
- Supports the development of the long term financial plan for a variety of services.
- Consolidates budget submissions from various services, and reviews and prepares them for presentation to the Senior Management Team.
- Works with operational staff to conduct comprehensive reviews of budgets and forecasts to identify funding needs and opportunities for savings and reports on variances.
- Performs period-end and year end duties, prepares working papers and assist in the completion of annual financial statements.
- Ensures that the use of grant funding obtained complies with applicable regulations, and prepares reports to submit claims to various funding agencies.
- Provides support to a number of CRD services to ensure financial controls are maintained in the delivery of their programs.
- Assists in or conducts special studies done by or for the Finance Department, and prepares reports for senior management on



such matters as the cost effectiveness of projects and alternative sources of funding.

- Recommends the development of new and amendment of existing policy and procedures, as required.
- Provides advice and guidance to commission and committee members as necessary.
- Works in collaboration with IT and service departments to analyse existing and proposed ERP requirements and system enhancements.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

## Qualifications

- CPA designation and a degree in related discipline, such as Commerce or Accounting, plus six (6) years' experience in a large accounting environment.
- Excellent communication (verbal and written), interpersonal and customer service skills are required
- Experience with preparation of year-end working papers, financial statements and consolidations, account reconciliations.
- Experience in working with an ERP system, such as SAP.
- Knowledge and experience with related legislation including the Local Government Act, Community Charter and Public Sector Accounting Board principles.
- Ability to evaluate systems and make recommendations for improvements or changes.
- Proven ability in developing and supporting financial and management accounting principles and practices.
- Proficient knowledge of Multi-Fund Accounting in a local government or institutional setting
- Proven ability in consolidating year-end financial statements and working papers
- Knowledge of system analysis of computerized accounting systems, preferably Windows based enterprise financial systems
- Demonstrated ability in accounting terminology and procedures governing centralized processes and standards
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Thorough knowledge of computerized accounting systems
- Knowledge of financial policy and procedures
- Ability to work under pressure and set and meet deadlines
- Ability to assist in the development, integration and sustainment of an enterprise financial system
- Must possess a valid BC Driver's Licence.

## 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.**

