



Job Description

Job Title: FINANCE MANAGER

EXEMPT:	Yes	DIVISION:	Administration
SALARY:	\$80,000-\$100,000	DEPARTMENT:	Finance
LOCATION:	Prince Rupert, British Columbia	SUPERVISOR:	Treasurer
APPROVED BY:	Chief Administrative Officer	DATE:	January 6, 2025
Replaces:	New		

SUMMARY: The Finance Manager, under the direction of the Treasurer, assists with overseeing financial operations within the North Coast Regional District (NCRD). The Finance Manager will play a critical role in managing the NCRD's finances, including the preparation, administration and monitoring of operating and capital budgets, monthly accounting, financial planning and reporting.

KEY RESPONSIBILITIES:

Under the direction of the Treasurer:

Payroll Processing for Employees and Directors

- Enters federal and provincial TD1 amounts;
- Tracks employee and director benefits and allowances including vacation and sick leave;
- Processes bi-weekly and monthly payroll, including timesheet entries;
- Input monthly benefit data;
- Generates invoicing for CRA deductions;
- Creates PAP advice for CRA, MPP and PBC deductions;
- Completes electronic funds file transfers.

Financial Reporting and Compliance

- Prepares accurate and timely financial reports, including monthly, quarterly and annual statements, ensuring proper journal entries;
- Coordinates audits and reviews, liaising with auditors and regulatory bodies as necessary;



- Ensures compliance with all relevant financial regulations, laws, policies and accounting standards.

Oversee Finance Department Operations

- Maintains accurate records and ensures proper control over the financial transactions of the Regional District;
- Designs, implements and monitors accounting and financial policies, procedures and controls;
- Represents the Regional District to the public on finance-related matters, addressing inquiries and concerns;
- Approves financial and operating transactions, as appropriate.

Supervision and Guidance of Finance Department Staff

- Ensures adherence to the Regional District's policies, collective agreements and employment standards;
- Provides orientation, training, scheduling, and guidance for finance department staff;
- Evaluates performance and provides coaching and mentorship as necessary;
- Completes other duties and tasks as assigned by the Treasurer.

KEY RELATIONSHIPS:

To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in their direct reporting relationship.

Internal

- Treasurer;
- Chair and Members of the Board of Directors;
- Chief Administrative Officer; and
- Other Managers and staff.

External

- Members of the public;
- Local and senior levels of government staff and representatives; and
- Auditors and other external service providers.



QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Formal Education and Training:

- Completion of post-secondary education in business, finance, accounting or public administration or related discipline;
- Completion or progression toward a Chartered Professional Accountant designation; and
- Completion or progression toward a recognized program in Local Government Administration (preferred).

Experience:

- Three years' experience in public sector setting (preferred);
- Experience with information systems such as municipal accounting software (Vadim preferred); and
- Two years' experience in a supervisory role in a unionized setting (preferred).

OTHER SKILLS/KNOWLEDGE:

- A sound understanding of the *Local Government Act* and the Canadian Public Sector Accounting Board (PSAB) standards;
- Excellent knowledge of the financial and auditing principles and practices, internal control systems and procedures;
- Proficiency in the use of computers and information technology;
- Ability to maintain professionalism and confidentiality;
- Highly organized with a high attention to detail;
- Ability to prioritize work to meet reasonable deadlines.

SUPERVISORY RESPONSIBILITIES:

- Provides guidance and direction to two (2) clerical staff.



ADDITIONAL INFORMATION:

- Flexible hours required to manage operations and attend meetings;
- Satisfactory results from an RCMP criminal records check; and
- Required to maintain professional accreditation.