Job Details

Job Title	**Manager of Financial Services**
Department	Finance
Classification	Management (Exempt)
Status	Permanent, Full-Time
Issued	October 2026

Job Description

POSITION SUMMARY:

Reporting to the Chief Financial Officer (CFO), the Manager of Financial Services (the "MFS") coordinates, leads and is responsible for overseeing the day-to-day financial operations of the Alberni-Clayoquot Regional District (ACRD) and Alberni-Clayoquot Regional Hospital District (ACRHD). This position assists the CFO with respect to fulfilling the statutory functions of the Financial Officer. This is complex fiscal and administrative work; responsible for achieving efficient operations through reliable performance in payroll, general accounting, accounts payable, revenue services, investments, and procurement. The MFS is expected to exercise sound judgement, tact, and discretion at all times in dealing with confidential matters and to demonstrate exceptional levels of customer service to other departments within the organization.

DUTIES AND RESPONSIBILITIES:

Financial

- Assists with the statutory responsibilities of financial administration per section 237 of the *Local Government Act*, as required, and in the absence of the CFO. Supervises the ACRD's procurement and contract administration processes and program.
- Prepares the annual financial statements and all associated working papers and documentation, to standards required by external auditors. Coordinates with the auditors respecting interim and year-end audits.
- Assists with the Local Government Data Entry and Statement of Financial Information
- Manages cash flow requirements and investment portfolio.
- Assists with budget preparation and controls, analyzes, and reviews budget performance and ensures the timely flow of financial data to assist department heads in monitoring and achieving departmental goals.
- Provides technical assistance to ACRD staff on financial procedures and systems operations and use.

Supervisory

- Leads, manages, and coordinates the activities of departmental staff engaged in day-to-day operations of the department which may include but not be limited to payroll, general accounting, utilities, accounts payable, accounts receivable and clerical duties.
- Supervises the work of finance department direct reports, providing effective

leadership and conflict resolution in a unionized work environment.
- Responsible for effective employee performance and sound labour relations and discipline. Interprets and upholds the conditions of the Collective Agreement and all applicable employment standards and Occupational Health and Safety policies, regulations, and programs.
- Direct reports include but are not limited to Accountant, Procurement Coordinator, Assistant Accountant, and Accountant Clerk.

Administrative

- Assists the CFO in the development and implementation of best practices in financial control processes and procedures and assists in recommending, developing, and implementing appropriate policies, procedures, and bylaws.
- Keeps abreast of changes and developments in local governments legislation, Public Sector Accounting Standards and other policies and incorporates these into regional district processes and practices.
- Prepares reports and presentations for the Board, staff, external agencies, and the public on a variety of matters related to financial services.

General

- Ensures exceptional customer service and compliance with regulations and standards.
- Is a member of the Regional Districts Emergency program.
- Assumes the responsibilities and authority of the CFO in their absence.
- Provides technical assistance for ACRD projects.
- Perform other related duties.

KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE

- 3 or more years of experience in a local government environment; or an equivalent combination of training and experience.
- Highly developed leadership skills, with a commitment to continuous improvement and a high degree of integrity and professionalism.
- Proven skills in supervision, organization, work planning, problem solving, contract administration and financial management.
- Ability to research and comprehend new and complex ideas and issues.
- Excellent written and oral communication skills including analytical, research and summary report writing, and verbal presentations for a variety of audiences.
- Experience working in groups as a team-player and the ability to foster engagement with stakeholders.
- Excellent analytical, organizational, time management, problem solving and decision-making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment.
- Sound knowledge of the principles and methods of fund accounting and of local government financial operations.
- Sound knowledge of Canadian Generally Accepted Accounting Principles and good working knowledge of Public Sector Accounting Board (PSAB) requirements.
- Ability to complete work with a high degree of accuracy.
- Demonstrates an ability to implement cross-departmental programs, policies, and

procedures in a diverse organizational setting.
- Thorough knowledge of the *Local Government Act* and *Community Charter*.
- Excellent public relations and customer service skills.

EDUCATION, TRAINING, CERTIFICATION & LICENCES

- Member in good standing with Certified Professional Accountant (CPA) or actively enrolled in the CPA Professional Education Program (CPA PEP).
- A post-secondary degree in business or related field.
- Advanced computer skills and proficiency with software including Microsoft Office Suite and Adobe Acrobat.
- Experience using Vadim, CaseWare and Questica and/or other local government accounting software packages would be considered an asset.
- Valid BC Class 5 Drivers License.
- Satisfactory criminal record check.