

	<i>Title:</i> <b>Director of Financial Services</b>	<i>Date:</i> October 2024
	<i>Department:</i> Finance	
	<i>Classification:</i> Exempt	

### Nature and Scope of Work

Reporting to the Deputy Chief Administrative Officer (Deputy CAO), the Director of Financial Services is an integral part of the Senior Management Team and leads the team responsible for Finance and Information Services for the City.

The Director of Financial Services, acting as the statutory Financial Officer under the Community Charter, is responsible for delivering financial strength and stability through sound financial planning, ensuring accurate records of financial affairs are prepared and maintained, and exercises control and supervision of all financial affairs of the City.

### Illustrative Examples of Responsibilities

- Manages the City’s financial services functions in the areas of accounting, financial reporting and forecasting, financial planning, operations, asset management, revenue collection, property taxation, payroll, purchasing, regulatory reporting and remittances, information technology and more;
- Leads the development, implementation and monitoring of financial policies and procedures in alignment with applicable regulations, legislation, public-sector accounting standards, best practices and industry trends;
- Leadership of the City’s information systems, including collaborative development of strategic plans, and operational work plans supporting the digital transformation of the City and safeguarding of digital information;
- Manages the City’s investment portfolio and cash flow to maximize returns and the City’s borrowing of funds to minimize costs while meeting City needs and adhering to acceptable municipal practices and guidelines;
- Actively participates in the development and setting of strategic goals, objectives and policies and ensures corresponding work plans for all staff are developed and implemented;
- Develops and maintains the Risk Management Program of the City including negotiation and review of insurance policies and management of claims and liability;
- Leads the Financial Services team as an effective change agent by building and maintaining effective relationships, and developing staff skills and capacity, while providing customer service excellence and operational optimization;
- Negotiates contracts and agreements on a variety of issues for the municipality;
- Liaises with senior, regional and local levels of government on the financial affairs of the City including administering funding partnerships;
- Liaises with Senior Management Team and other staff to assist them in fulfilling their responsibilities as they relate to financial and budgetary requirements. Provides financial data and information to Departments, the CAO and Council to meet their needs and provide the basis for planning and decision

making. Attends Council meetings in order to present and explain policies, budget submissions and financial decisions.

- Responsible for the hiring, discipline, training and motivation of Departmental staff. Evaluates Departmental staff, provides guidance on professional and politically sensitive issues and identifies needs and opportunities for their development. Represents the employer in grievance and handles other labour relation matters within the department.
- Has extensive contact with the public, other Municipal finance departments, financial institutions, external auditors, Provincial Ministries and other agencies to in order to exchange information, explain and discuss policies and practices and resolve problems
- Administers the City's Community Grant disbursements and oversees the allocation of the gaming proceeds in accordance with the Provincial Government's Host Financial Assistance Agreement.
- Represents the City on various regional boards and committees including but not limited to EComm, RFAC, etc;
- Oversight of the Langley Christmas Bureau Committee
- Participates in other duties and special projects as assigned.

### **Required Knowledge, Abilities and Skills**

- Exceptional leadership and relationship building skills;
- Embraces change and innovation;
- Proven ability to inspire and mentor staff and teams to perform at their optimized level;
- Highly developed verbal and written communication skills, with excellent presentation skills;
- Outstanding interpersonal skills and ability to deal effectively with a multitude of diverse audiences and stakeholders;
- Excellent analytical, organization, problem solving and decision making skills and the ability to effectively handle a variety of competing tasks and priorities;
- Results-oriented and self-assessing, with a clear focus on measurable outputs and continuous improvement;
- Translating complex financial reporting into legible messages and fostering public engagement;
- Establish credibility and trust in order to build and maintain close working relationships with Council, staff and other external stakeholders;
- Strong knowledge of local government legislation and practices;
- Robust knowledge and practice of municipal financial administration with demonstrated experience in implementing best practice financial processes, financial information systems, accounting, financial planning, budgeting and financial reporting.

### **Desirable Training and Experience**

- Chartered Professional Accounting (CPA) Designation
- Bachelor's degree in Accounting, Commerce or Business Administration
- 7 to 10 years of related experience with a minimum of 3 years at the management level.
- Experience overseeing information technology an asset
- Or an equivalent combination of education and experience.

### **Required Licences, Certificates and Registrations**

- Valid Class 5 Driver's Licence for the Province of British Columbia.