

## Manager, Financial Planning (Exempt)

<b>Job Requisition</b>	JR-2025-123 Manager, Financial Planning (Exempt) (Open)
<b>Job Family</b>	Management
<b>Start Date</b>	2025-07-03
<b>End Date</b>	2025-08-04
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Manager--Financial-Planning--Exempt-JR-2025-123">https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Manager--Financial-Planning--Exempt-JR-2025-123</a>
<b>Description</b>	Application Closing Date:

**Aug 4, 2025**

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

**\$125,778.45 - \$147,974.64****Job Description Under Review**

Reporting to the Director, Financial Services (Chief Financial Officer), this high-level role is responsible for financial planning and year-end variance reporting. As a key member of the Financial Services team and as the Deputy Chief Financial Officer, you'll leverage your expertise to shape departmental policies, plans and procedures and business practices, processes and systems. You will manage and assist with strategic projects aimed at developing innovative programs, enhancing process efficiency, and optimizing resource allocation. Additional responsibilities include providing advice, direction and guidance to departmental managers and supervisors on finance related matters and cross-divisional projects.

This role also ensures tangible capital asset records are up to date, oversees debt issues and payments and manages reserve funds. This position is a signing officer and is required to act in the role of CFO when that person is absent.

**Duties Include:**

- Responsible for creating the five-year financial plan annually as required by the Community Charter, including the preparation of the Five-Year Financial Plan bylaw.
- Oversees the preparation of the five-year salary budget forecasts for every department, incorporating inflation rates and assumptions.
- Provides strategic direction to City Directors and Managers in the preparation of their annual divisional/departmental budgets.
- Provides City Directors and Managers education workshops and one-on-one meetings related to financial planning responsibilities.
- Reviews periodic variance reports prepared by Accountants and presents them to senior management and Council.
- Maintains continuity schedules for all reserves and deferred revenues for financial planning and reporting purposes and throughout the year as budget amendments are approved by Council.
- Reviews and ensures entry of budget amendments in financial systems resulting from Council resolutions.
- Responsible for the creation, maintenance and integrity of the Chart of Accounts in the City's

financial software systems.

- Responsible for long term financial planning, modeling, and projections taking into consideration asset management lifecycles.
- Responsible for the preparation of budgets related to Fiscal Services and Taxation.
- Responsible for RCMP contract budget, accounting and reporting activity.
- Prepares reports and recommendations for Council and attends Committee and Council meetings as required.
- Support the annual financial statement year end preparations, audit, as well as other legislative and emerging reporting requirements.
- Participate as a staff liaison as required on Council committees as required.
- Acts as a Signing Officer of the City for the purpose of binding or obligating the City in connection with its accounts and transactions with the bank or other financial institutions.
- Liaison with software suppliers as required and implements major system initiatives related to budgeting, general ledger, accounts payable, tangible capital assets and financial reporting.
- Reviews and recommends revisions to, or establishment of, new policies, procedures and bylaws that support the financial planning functions of the City.
- Liaison with insurance providers for claims against the City including annual review of insurance premiums for property insurance and liability insurance.
- Ensure all expenditures processed by staff are authorized by policy or Council through the Financial Plan bylaw or Council resolutions.
- Ensure the timely processing of invoices and payment requests in accordance with policies and legislation.
- Ensure the timely completion of year-end reconciliations for various general accounts related to tangible capital assets, reserves, accounts payable, and clearing accounts.
- Develops and maintains a strong team through the use of coaching, mentoring and support of individual and team professional development needs.
- Ensures that team activities are consistent with the direction as set by the Director, Financial Services.
- Responsible for recruitment, assessment, development and performance management of the Financial Planning staff and makes recommendations to the Director, Financial Services regarding final on-boarding and off-boarding.
- Ensures compliance with Work Safe BC legislation and City Occupational Health and Safety policies and procedures.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Recognized accounting designation – Chartered Professional Accountant (CPA).
- Minimum of eight years' progressively responsible experience in a local government Finance department setting.
- Demonstrated supervisory experience in a unionized setting.
- Experience with legislation related to financial planning and reporting that must be complied with by the City such as, but not limited to, the Community Charter and Local Government Act.
- Demonstrated experience in preparing consolidated financial statements using Public Sector Accounting Standards (PSAS).
- Valid BC Driver's Licence Class 5.

Required Knowledge, Skills and Abilities:

- Demonstrated professional and ethical behaviour.
- Demonstrated ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.
- Adopts professional values consistent with the accounting profession including honesty, integrity, due care in work completion, objectivity, independence in mental attitude and professional skepticism.
- Committed to life-long learning and staying well-informed of current trends and emerging issues.
- Maintains confidentiality and avoids conflicts of interest.
- Demonstrated ability to perform in a high stress environment and meet statutory deadlines.
- Demonstrated ability to apply critical thinking to identifying problems and potential solutions.
- Demonstrated ability to apply public sector accounting standards and principles to financial planning and reporting in a local government environment.
- Proficient in Microsoft Outlook, Excel, Word, and PowerPoint.
- Extensive knowledge of financial software systems used in a municipality for financial planning and reporting purposes, with an ability to find resolutions to system constraints or problems.
- Excellent understanding of a cohesive problem-solving process and project management.
- Works effectively as a team leader demonstrating commitment to team success using modern tools and techniques and progressive practices.
- Demonstrated ability to manage conflict between individuals and across teams.
- Demonstrated ability in researching and analyzing data resulting in information that assists management/Council decision-making.
- Demonstrated ability to communicate effectively both verbally and written to staff, peers and Council.
- Extensive knowledge in recording payroll transactions and calculating payroll overhead rates.
- Extensive knowledge in recording tangible capital asset transactions and calculating amortization expense.
- Knowledgeable and general understanding of property and liability insurance.

Preferred Education and Experience:

- Preference given to candidates with BC local government experience.
- Previous experience using CaseWare for preparation of financial reports and statements.
- Project management professional designation (PMP).

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

<b>Worker Sub-Type</b>	Permanent
<b>Location</b>	City Hall Building
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Financial Services