

Position: CHIEF FINANCIAL OFFICER

GENERAL DESCRIPTION

The Chief Financial Officer directs the overall vision and holds overall responsibility for the Financial Services Department, which includes Financial Services, Information Technology, and Assessment. Responsible for all financial accounting and reporting, procedures, internal controls and effective risk management and planning for the organization's fiscal strategy in accordance with Canada Revenue Agency and the Municipal Government Act. The incumbent aligns the department's overall goals and plans with the larger municipal strategic plan and ensures that the department is carrying out the proper functions to provide efficient, innovative, and influential service delivery. Primary responsibilities of this position include:

Leadership, Planning, and Development: Provides a key leadership role in supporting a diverse group while instilling culture of inclusion and customer service excellence. Provides leadership to the Municipality regarding legislative, legal, and administrative policies. Develops and implements performance measures that will provide clear objectives and goals for employees within Financial Services. Provides leadership and mentoring to all municipal leaders, managers, and staff to increase staff skills and knowledge in functional areas and build service potential.

Management, Financial, and Administrative: Develops and maintains knowledge of Municipal functions to guarantee the Financial Services Department branches are functioning as effective business partners in the Municipality's strategic planning and decision-making. Provides timely, accurate and relevant financial information to guide management and Council in their decision making. Supports and guides development of the departmental budget to obtain resources necessary to achieve objectives. Provides financial strategic support to all departments across the organization and review Council reports on a weekly basis or as required to evaluate budget and financial impact of all reports prior to them being presented to Council.

Initiates, develops, and adjusts departmental strategic plans, goals, and objectives to create a blueprint for a department that will assist the Municipality in achieving its goals. Provides support for complex or difficult issues and projects. Introduces and maintains best practices and collaborates with other departmental directors in the development of common customer service goals and objectives.

Prepares strategic information for management and Council and the presentation of all financial reports. Ensures adherence to fiscal responsibilities of the Municipality. Oversees preparation of annual operating and capital budgets and presentation to Council for approval.

SKILLS REQUIREMENT

Candidates need to show evidence of the following:

- Ability to empower people, strong organizational skills, and uses innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- High emotional intelligence capacity including the ability to deal effectively with ambiguity, remain calm and neutral in conflict situations.
- Ability to establish and maintain effective working relationships with managers, employees, leaders, bargaining agents, and external contacts and interacts in a manner that builds trust, credibility, and rapport.
- Sound knowledge of all aspects of municipal government, political awareness, and sensitivity are essential.
- Ability to address conflict and confront issues skillfully and deal with adversarial situations with a focus on positive outcomes.
- Demonstrated ability to think strategically and tactically.
- Technical depth and breadth of experience dealing with department issues and consultation practices to support implementation of business strategies, goals and objectives.

WORK EXPERIENCE REQUIREMENTS

- Fifteen (15) years' of progressive experience in Finance with a minimum of seven (7) years' at a senior management level is required.
- Experience working in a public sector environment with unionized and non-unionized employees is considered an asset.

EDUCATION REQUIREMENTS

- Degree in Business Administration (Accounting) is required.
- Recognized Accounting Designation: Certified Professional Accountant (CPA), Certified General Accountant (CGA), Certified Management Accountant (CMA), or Chartered Accountant (CA) is required.
- A valid Alberta Class Five (5) operator's license is preferred as incumbent may be required to operate a personal or municipal vehicle for business use.
- An equivalent combination of education and experience may be considered.

SAFETY

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors and the public.

This position is employed in a supervisory capacity. As such the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

WORKING CONDITIONS

Work is in a highly confidential, high stress office environment with frequent interruptions. Incumbent will be required to attend public engagements, Council meetings and board meetings outside of regular working hours (evenings or weekends). Must be flexible to perform duties after regular hours and on weekends as required in meeting the department needs.