



**Title:** Manager of Finance (Deputy Chief Financial Officer)

**Department:** Finance

### **Organizational relationships**

**Reports to:** Director of Finance

**Supervises:** All Finance Department Staff

**Revision #:** 01: October 1, 2014  
02: March 27, 2026

### **POSITION SUMMARY**

As Manager of Finance (Deputy Chief Financial Officer), under general supervision of the Director of Finance, this position is responsible for the planning, coordinating and administration of all matters related to the District's Financial services. The Manager of Finance (Deputy Chief Financial Officer) is part of the management team and is responsible for overseeing the operation of the Finance Department. This position provides assistance to the Director of Finance with respect to fulfilling the statutory functions of Financial Administration as outlined in Community Charter and Local Government Act. There is a requirement to deal frequently with confidential matters, personnel items and with the general public requiring the exercise of sound judgment, tact and discretion at all times.

### **KEY RESPONSIBILITIES**

- Supervision and direction of the Finance Department staff on a day-to-day basis. Plans, schedules and monitors work and performance.
- Reviews and manages the general accounting records of the District of Summerland to ensure accuracy and compliance with municipal accounting standards, principles and practices and effective internal controls.
- Assists in the development of financial administration policy.
- Provides technical assistance to municipal employees on financial systems operations and their use and develops and implements programs to enhance customer service and/or improve accounting and financial systems.
- Administers Provincial Programs related to property taxes such as Provincial Homeowner Grant and Tax Deferment Program; and acts as School Tax Administrator.
- Assists in the preparation of the annual financial plan (Budget).
- Prepares the District's annual financial statements and year-end working papers to facilitate auditor review.
- Prepares the reports required by the Province and Stats Canada.
- Reviews bi-weekly payroll and all associated regulatory submissions.
- Coordinates and monitors investment activities to provide timely information for management decisions (i.e., cash needs, reinvestments, etc.) and prepares cash flow projections.

- In the absence of the Director of Finance, this position assumes all statutory powers, duties and functions of financial administration assigned to the Director of Finance.
- Prepares annual and long-range operational and capital budgets for the Finance department.
- Performs other related duties as directed by the Director of Finance.

## **QUALIFICATOINS, SKILLS AND ABILITIES**

- Successful completion of a professional accounting designation (CPA, CA, CGA or CMA).
- A minimum of Five (5) years experience in a financial management position. Municipal government experience is preferred.
- Thorough knowledge of accounting and auditing theory, principles, practices and procedures as well as the recommendations of the Public Sector Accounting Board.
- Thorough knowledge of both personal and mainframe computer applications, including enterprise resource systems and spreadsheet programs.
- Good knowledge of the Community Charter, Excise Tax Act and related statutes, laws, regulations and precedents respecting civic government, with specific emphasis on financial implications.
- Ability to analyze and evaluate accounting and auditing problems and to develop solutions.
- Ability to produce concise and complex financial reports.
- Ability to plan, assign and supervise work of subordinates.
- Ability to communicate tactfully, efficiently and effectively with all levels of municipal staff and external parties.
- Ability to interpret, explain, report on and provide advice on a variety of accounting and financial management issues, including departmental rules and regulations.
- Ability to work within deadlines.