

## **TOWN OF VIEW ROYAL**

### **JOB DESCRIPTION**

#### **DEPUTY DIRECTOR OF FINANCE**

##### **General Summary**

Under the supervision of the Director of Finance, the Deputy Director of Finance maintains overall integrity of the financial records of the Town ensuring compliance with generally accepted accounting practices and standards, and to the Town of View Royal's policies and bylaws.

##### **Duties and Responsibilities**

1. Provides excellent internal and external customer service including handling of inquiries, complaints, and providing information as required;
2. Assists with supervision and coordination of other finance personnel, providing assistance and instruction where required;
3. Ensures integrity of financial transaction recording and reporting, following generally accepted accounting practices and standards;
4. Develops, tests, reviews, and documents accounting processes, systems, and internal controls;
5. Monitors and ensures that reconciliations are completed on a timely basis;
6. Responsible for capital asset accounting in accordance with PSAB;
7. Prepares reports for government programs or organizations as required;
8. Collaborates with the Engineering Department, providing financial support to the Asset Management Working Group to ensure long term financial strategies are in place for end of life asset replacement;
9. Coordinates periodic and year end reporting, audit working papers, and financial statements;
10. Assists with the preparation of the annual budget and financial plan as required;
11. Assists with the regulatory reporting process and ensure that such reporting meets all applicable deadlines;
12. Ensures compliance with legislation, bylaws, agreements, contracts, policies and procedures;
13. Provides financial support to other departments in obtaining and reporting of grant funding;
14. Monitors and ensures sufficient cash flow for the Town;
15. Administers property and vehicle fleet insurance;
16. Provides financial support and analysis to department heads to assist in identifying

- opportunities for continuous improvement through cost management;
17. Provides coverage for other finance personnel as needed;
18. Acts for the Director of Finance during periods of their absence.

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

1. Comfortable with the Microsoft Platform: Word, Excel, Power Point, Outlook, Teams, SharePoint, and other Microsoft applications.
2. Experience with the Power Platform (Power Apps, Power Automate and Power BI) would be considered an asset.
3. Sustained high attention to detail and the ability to maintain accuracy;
4. Excellent analytical and organizational skills and a high degree of professional judgment;
5. Ability to interpret regulations, bylaws, contracts, and procedures of a diverse nature;
6. Knowledge of PSAB, Community Charter, Financial Information Act, and Local Government Act;
7. Ability to communicate with tact and discretion, both verbally and in writing, when dealing with town officials, members of the public and other employees;
8. Ability to organize tasks to meet deadlines;
9. Strong coaching and leadership skills.

### **Required Qualifications**

1. Grade 12 education, plus a professional accounting designation (CPA) in good standing, or an equivalent combination of education and experience;
2. Minimum four (4) years' experience in a similar position, preferably in a local government setting.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the incumbent might differ from those outlined in the job description and other duties, as assigned, might be part of the job.

---

Scott Sommerville  
Chief Administrative Officer