



## **CENTRAL COAST REGIONAL DISTRICT**

**P.O. Box 186, Bella Coola, BC V0T 1C0**  
**Phone (250) 799-5291 Fax (250) 799-5750 Email: info@ccrd-bc.ca**

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### **Financial Controller**

The Central Coast Regional District (CCRD) is seeking applications for a Financial Controller. Reporting to the CAO, the Financial Controller provides leadership and direction in controllership responsibilities including accounting, financial and statutory reporting, financial systems support, accounts payable/receivable, and cash/treasury/debt management over CCRD operations.

The CCRD ideally seeks a local candidate who demonstrates flexibility, excellent customer service, financial control experience, competency in handling a range of accounting activities, commitment to professional development and who aspires to the position of CFO.

### **Responsibilities:**

The Financial Controller prepares financial statements, maintains cash controls, maintains accounts payable and receivable, manages financial records keeping and keeps of abreast of regulatory requirements to ensure full statutory financial compliance. The Financial Controller requires a complete and thorough knowledge of local government accounting procedures and competency with QuickBooks, FileHold and Microsoft Office, particularly Word and Excel.

#### **1. Administer and monitor the CCRD's financial system**

##### **Main Activities**

- Implement/maintain financial procedures
- Establish, maintain and reconcile the general ledger
- Prepare and reconcile bank statements
- Maintain accounts
- Complete journal entries
- Establish and maintain cash controls
- Oversee the processing of supplier invoices
- Maintain procurement processes
- Ensure financial data entry
- Co-signatory and oversee issuance of cheques for all accounts due
- Ensure security for all credit cards and verify charges
- Ensure transactions are properly recorded
- Ensure government remittances are made accurately and within deadlines
- Generate QuickBooks reports including income statements, balance sheets and monthly financial statements

- Prepare quarterly reports to the Board and report on variances
  - Ensure CCRD internal requirements met in facilitation of annual audit by external accounting firm
  - Maintain complete financial files and records
  - Assist the CAO with the development of annual five year financial plan
2. Maintain the accounts payables and receivables process in order to ensure complete and accurate records of all moneys
- Main Activities
- Reconcile accounts payable
  - Reconcile accounts receivable
  - Compile source documents
  - Reconcile deposits
3. Support efficient and effective office management
- Main Activities
- Manage the filing, storage and security of financial documents
  - Assist the CAO to respond to financial information enquiries
  - Assist in overseeing the repair and maintenance of computer and office equipment
  - Support best practices in offices procedures and information management

### **Qualifications:**

- Three to five years' progressive experience in a finance role, preferably with a minimum two years' experience in municipal or public sector accounting.
- Completion of an Accounting Business Diploma, Certificate or Degree - Designation would be an asset (CA, CPA, CGA).
- Strong computer literacy including effective working skills of Microsoft Office and accounting software.
- A focus on results with strong leadership, relationship building and communication skills.

### **Core Competencies and Personal Characteristics:**

- **Integrity**– professional whose honesty, integrity, confidentiality and high ethical standards contributes to effective leadership and optimal government relationships
- **Energy**– displays enthusiasm, optimism, drive and passion while maintaining a high level of productivity and a balanced lifestyle
- **Diversity**– understands the importance of different backgrounds, perspectives and experiences and is respectful of individual differences
- **Communication**– effectively expresses ideas and conveys information in business writing, conversations and interactions with others
- **Scholarship** – values education and the opportunity for professional development to learn new skills and implement best practices
- **Constituent Service Excellence**– understands the importance of quality constituent service by being courteous, responding to constituent requests in a timely manner and monitoring satisfaction

- **Teamwork & Relationship Development**– works collaboratively with team members in order to achieve a common goal and develops, maintains and strengthens relationships with others, both inside and outside the CCRD
- **Accountability**– takes responsibility for one’s own performance by setting clear goals and tracking progress against those goals; is highly organized and uses personal judgement and decision making
- **Flexibility**– effectively manages multiple assignments, adapts to changing priorities and is able to work independently or as part of a team

Consideration may be given to ambitious, high achieving local candidates who do not fully meet the position qualifications at this time but who are prepared to dedicate themselves to necessary professional development and training and who strongly demonstrate the core competencies and personal characteristics for the position. Applications will ideally exhibit commitment to life in the central coast, appreciation of the principles of good governance, respect for the role of civic government in furthering community wellness, holism and resilience, and demonstrated success in complex new environments.

Job Type: Full-time, permanent, 35 hours/week

We offer a competitive salary with municipal pension and extended health benefits and professional development opportunities in the local government financial management area.

**This posting closes at 9:00 am on Monday, June 17, 2019.**

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Please send your resume with covering letter attention Chief Administrative Officer to [cao@ccrd-bc.ca](mailto:cao@ccrd-bc.ca) or CCRD P.O. Box 186, 626 Cliff Street, Bella Coola BC, V0T 1C0