



TOWN of CRESTON

Director of Finance

The Town of Creston, (www.creston.ca) is a vibrant small town located **on the unceded traditional territory of the Yaqan Nukiy within the Ktunaxa Nations**. Nestled between the Selkirk and Purcell mountain ranges, it is the largest community in the Creston Valley, with a population of approximately 6,200 (BC Stats, 2024) and serves as the economic hub to nearly 15,000 people who call the Creston Valley / Kootenay Lake area home.

Creston's economy is diverse, with a mix of industries such as health care, manufacturing, agriculture, forestry, retail, and tourism. The region is known for its fruit production, including apples, cherries, and peaches. It has a growing wine industry with four new wineries developed over the past decade. The natural environment is a vital part of Creston's identity and supports the community's health, economy, and livability. The town offers a significant number of parks, trails, and recreational facilities, including the Creston and District Community Complex, which provides a range of activities for residents and visitors, including swimming, skating, and fitness classes. The Town is near the Creston Valley Wildlife Management Area, a world-renowned wetland complex that provides habitat for a wide range of bird and wildlife species.

In addition to its natural beauty, Creston has a vibrant arts and culture scene, featuring multiple festivals and events throughout the year, including the Creston Valley Blossom Festival, the Creston Valley Fall Fair, and the Creston Valley Farmers' Market. These events, coupled with the town's diverse economy, bolsters a strong sense of community and a high quality of life for residents and visitors alike.

Recognizing the unlimited potential of this vibrant, can-do community and the importance of hiring top level municipal leaders to achieve strategic corporate goals and objectives, the Town is looking to attract an accomplished executive as Director of Finance to lead their community through their next phase of growth and development.

Reporting to the Chief Administrative Officer and working closely with Mayor and Council, and other leadership team members, you will assume complete responsibility for the overall financial management of the Town. As a key member of the senior leadership team, you will oversee a team of 2 direct reports and 3 administrative

assistants providing finance support services. The Director of Finance holds responsibility for the overall direction and control of accounting, financial reporting, budgeting, financial forecasting, investing, revenue collections, property taxation, payroll, debt management, procurement, risk management, Information Technology, and expenditure control functions of the Town.

You will provide advice, guidance, and direction on financial matters to the Chief Administrative Officer, Mayor and Council and department leaders. You will perform all the statutory duties as required under the Community Charter as the Financial Administrator of the Town of Creston.

Ideally you will have a University Degree coupled with a financial designation, and 5 to 7 years in senior financial management roles with similar responsibilities ideally within a local government, Regional District, School District, Healthcare or perhaps a Crown Corporation setting. You are a “big picture” leader, tactical problem solver, deal effectively with competing priorities and well respected for your ability to work well under pressure. You are an experienced strategic departmental leader known for your ability to execute and deliver results on time and within budget. You have managed multimillion dollar operations and are known for your ability to build award winning teams fully committed to customer service excellence. You are comfortable dealing with a wide variety of stakeholders both internal and external. You have excellent financial business acumen coupled with strong financial analytical skills and known for your use of logic and data to present opportunities, or to resolve situations. You have experience managing diverse teams in a unionized environment and well respected for your professionalism, commitment, and passion. You hold your employees accountable and are known for setting work objectives that are aggressive yet realistic.

This is a unique opportunity to become part of the vibrant future of the Town of Creston. Are you self-motivated, enjoy both responsibility and accountability and ready for the challenges facing this sought after financial leadership role? For more information please call Grant C. Smith CHRP at (604) 806-7715 or to apply for this position, forward your resume quoting assignment CDOF in Microsoft Word format to: grantsmith@waterhousesearch.com

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.

The Town of Creston is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We connect talented leaders with organizations that value their skills and expertise.

Opportunity



Director of Finance

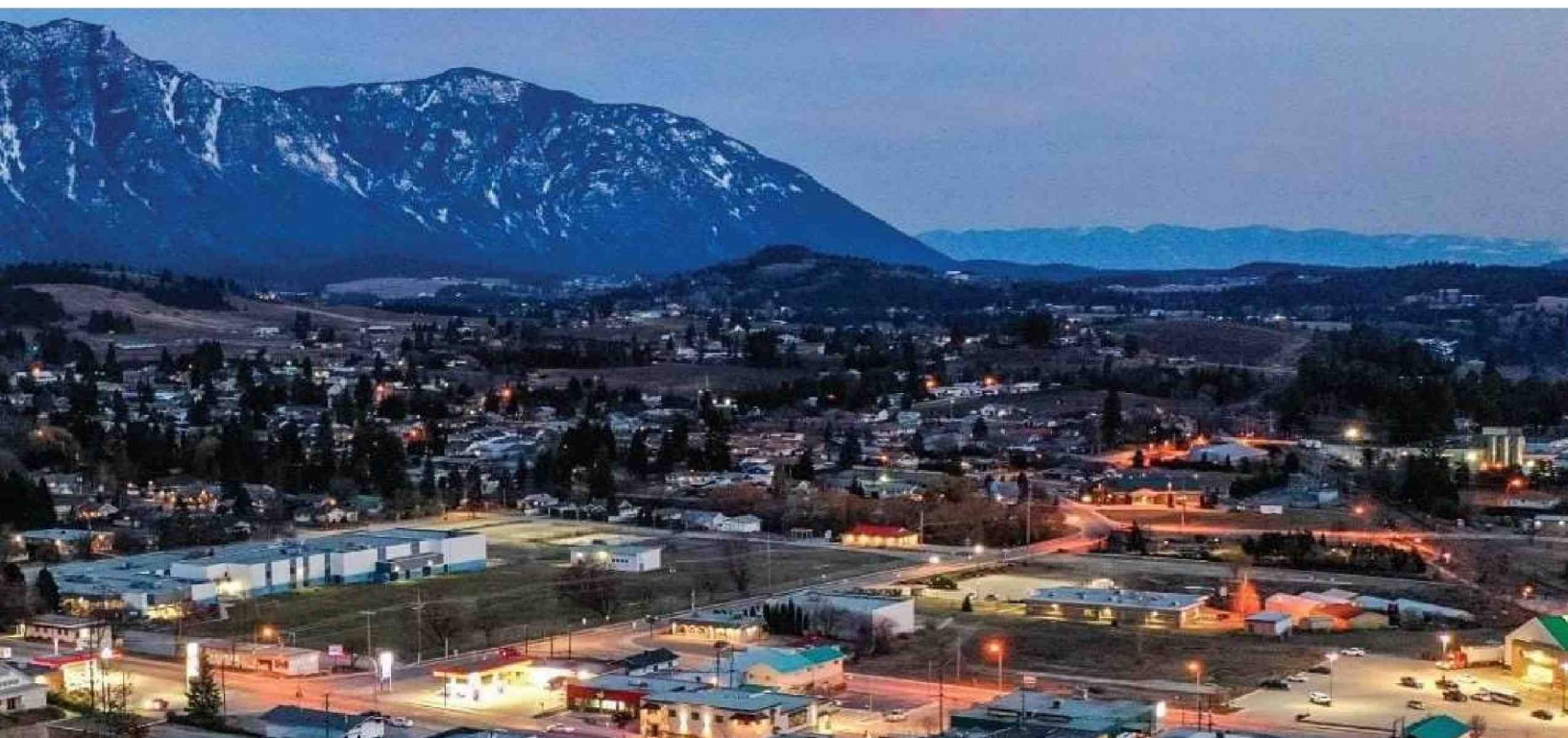


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Get a glimpse of life in Creston through this virtual tour: <https://youtu.be/b96NJeUjwnM>

POSITION SUMMARY: DIRECTOR OF FINANCE

Reporting to the Chief Administrative Officer and working closely with Mayor and Council, and other leadership team members, you will assume complete responsibility for the overall financial management of the Town.

As a key member of the senior leadership team, you will oversee a team of two direct reports and guide administrative staff on financial duties.

The Director of Finance holds responsibility for the overall direction and control of accounting, financial reporting, budgeting, financial forecasting, investing, revenue collections, property taxation, payroll, debt management, procurement, risk management, Information Technology, and expenditure control functions of the Town.

You will provide advice, guidance, and direction on financial matters to the Chief Administrative Officer, Mayor and Council and department leaders.

You will perform all the statutory duties as required under the Community Charter as the Financial Administrator of the Town of Creston.



KEY JOB DUTIES:

- Oversee centralized accounting services, including accounts payable, accounts receivable, utility process, payroll and billing.
- Be responsible for financial services including financial analysis, financial bylaw preparation, cost recovery calculations, effective management of tangible capital asset accounting and reporting, long term financial planning, reserves and debt management, financial policy, grant reporting, and other financial management, information and advice.
- Coordinate, prepare, review and recommend Town annual capital and operation budgets; monitor and administer approved budgets and report on same.
- Review and monitor departmental budgets and provide advice, assistance and guidance to departments on improving financial accountability, financial impact, options for business solutions and business plans.
- Prepare all annual financial statements and report on municipal financial affairs for other levels of government, administrative officials, Council and the general public.
- Develop and administer financial policies, procedures and programs that contribute to good financial management of the Town.
- Ensure compliance with all Federal and Provincial financial requirements, including requirements of the Public Sector Accounting Board.
- Identify risk and ensure risk management and liability exposures are addressed and monitored.
- Identify and obtain proper insurance coverage for the Town liabilities, property and vehicles.
- Provide leadership to the Finance Department team through delegation, coaching, professional development, guidance, empowerment and motivation while managing and maintaining performance at a high level.
- Manage and direct activities of the Finance Department and make effective use of staff and resources to meet established departmental work objectives.
- Initiate the formulation and recommendation of short and long term fiscal strategies, including the preparation of a five-year financial plan for the Town and define financial goals and objectives in keeping with such plans.
- Coordinate the annual audit with external auditors.
- Liaise with service providers such as banks and investment providers to ensure financial dealings are appropriate.
- Review and prepare Town Fees and Charges Bylaws when applicable.

- Perform other related duties, as requested by the Chief Administrative Officer.

SKILLS AND ABILITIES:

- Ability to communicate in a clear and concise manner (oral and written) that serves to clarify intent, achieve goals and detail the complexities of any given situation.
- Ability to play a leadership role by exercising tact, diplomacy and respect for others.
- Ability to create commitment, develop motivation and demonstrate leadership in organizational change.
- Ability to build and maintain effective working relationships with staff at all levels in the organization.
- Ability to provide supervision, leadership, and direction to unionized staff including motivating, training and conducting performance reviews.
- Ability to establish and maintain positive working relations with members of Council.
- Ability to use discretion when handling sensitive, high level or confidential matters.
- Strong organizational skills including a demonstrated ability to multitask, organize, and prioritize work within a fast paced and change oriented work environment and within established deadlines.
- Ability to work independently without immediate supervision.
- Ability to solve problems and to exercise initiative and provide innovative solutions.
- Advanced level of proficiency with Microsoft Office Suite software and applications (e.g. Excel, Word, PowerPoint and Outlook).
- Proficient in the use of local government financial software (e.g. Vadim).
- Thorough knowledge of the *Community Charter*, *Local Government Act* and other related statutes/laws.



EDUCATION, EXPERIENCE AND KNOWLEDGE

- Ideally you will have a University Degree coupled with a financial designation, and 5 to 7 years in senior financial management roles with similar responsibilities ideally within a local government, Regional District, School District, Healthcare or perhaps a Crown Corporation setting.
- You are a “big picture” leader, tactical problem solver, deal effectively with competing priorities and well respected for your ability to work well under pressure.
- You are an experienced strategic departmental leader known for your ability to execute and deliver results on time and within budget.
- You have managed multimillion dollar operations and are known for your ability to build award winning teams fully committed to customer service excellence.
- You are comfortable dealing with a wide variety of stakeholders both internal and external.
- You have excellent financial business acumen coupled with strong financial analytical skills and known for your use of logic and data to present opportunities, or to resolve situations.
- You have experience managing diverse teams in a unionized environment and well respected for your professionalism, commitment, and passion.
- You hold your employees accountable and are known for setting work objectives that are aggressive yet realistic.



HOW TO APPLY

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Vancouver, Kelowna, Winnipeg, Toronto and Ottawa