TOWN OF CRESTON
DEPUTY DIRECTOR OF FINANCE
JOB DESCRIPTION

Job Title:	**Department:**	**Division:**
Deputy Director of Finance	Finance	Finance
Classification:	**Supervisor's Title:**	**Date:**
Exempt	Director of Finance	March 2026

Nature And Scope

The Deputy Director of Finance is a senior professional position within the Finance Department and serves as the Town's lead technical accounting authority. Reporting to the Director of Finance, the Deputy Director of Finance is responsible for the integrity of the Town's general ledger, balance sheet, and supporting financial records, and for leading the year end close and external audit process.

This position is a key succession role within the Finance Department and is intended to support long term organizational continuity and capacity. The Deputy Director of Finance provides advanced accounting oversight, supports financial planning and decision making, and ensures that financial operations are carried out in accordance with applicable legislation, policies, and Public Sector Accounting Standards (PSAS). The position may act for the Director of Finance as required.

The role is well suited to a highly skilled accounting professional who excels in detailed financial management, demonstrates sound professional judgment, and shows strong potential to assume broader municipal finance leadership responsibilities over time.

Reporting Relationships

The *Deputy Director of Finance* reports directly to the *Director of Finance* or designate.

Key Responsibilities and Duties

Financial Accounting and Reporting

- Own, maintain, and ensure the integrity of the Town's general ledger and balance sheet in compliance with Public Sector Accounting Standards (PSAS).
- Lead the year end close process, including preparation of working papers, schedules, reconciliations, and draft financial statements.
- Coordinate and manage all aspects of the annual external audit, serving as the primary liaison with external auditors and responding to audit inquiries.
- Maintain, reconcile, and monitor asset schedules, reserves, deferred revenues, and related financial records.
- Review monthly, quarterly, and annual financial results, identify variances or issues, and provide analysis and recommendations to the Director of Finance.
- Prepare or support preparation of statutory financial reports and schedules as required.

Operational Finance Oversight

- Oversee core accounting functions including accounts payable and accounts receivable.

- Ensure effective internal controls, accurate financial processes, and compliance with established policies, procedures, and legislative requirements.
- Support month end and year end reporting cycles and resolve complex accounting and reconciliation issues.
- Provide technical guidance on accounting treatments, journal entries, and reconciliations.
- Provide support to departments on financial coding, expenditure tracking, and financial data requests.

Budget and Strategic Financial Support

- Support the Director of Finance in the development of annual operating and capital budgets, financial forecasts, and long-term financial plans.
- Assist with financial modeling, scenario analysis, and evaluation of financial impacts related to initiatives, projects, or policy decisions.
- Assist with strategic financial analysis, ad hoc reporting, and special projects as assigned.
- Contribute to the development, implementation, and refinement of financial policies, procedures, and internal controls.

Systems, Data, and Change Support

- Support the implementation, maintenance, and transition of financial systems, including ERP changes, by assisting with testing, data validation, reporting, and process alignment.
- Act as a finance subject matter resource and knowledgeable system user, supporting data integrity and reporting accuracy.
- Assist in identifying opportunities to improve financial processes, controls, and reporting efficiency.

Leadership and Succession

- Act as Director of Finance in the absence of the Director, as required.
- Work closely with the Director of Finance to develop leadership capacity, professional judgment, and exposure to broader municipal finance responsibilities.
- Provide functional guidance and mentorship within the Finance Department as appropriate.
- Collaborate with Finance staff and other departments to support effective, accurate, and timely service delivery.
- Maintain effective working relationships with external agencies, auditors, and regulatory bodies as required.

Other Duties

- Other related duties as assigned, as per the nature and scope of the position.
- Participates in Emergency Operations Centre activation, as required.

Required Knowledge, Abilities and Skills

- Exceptional attention to detail and accuracy.
- Strong analytical skills with the ability to interpret, explain, and communicate financial information clearly.

- Demonstrated ability to identify issues, develop practical solutions, and provide well-reasoned recommendations.
- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Ability to exercise sound judgment, discretion, and confidentiality.
- Strong interpersonal skills with a collaborative and service-oriented approach.
- Demonstrated leadership potential and commitment to long-term professional growth.

Required Qualifications and Experience

- Chartered Professional Accountant (CPA) designation (or equivalent); candidates actively working toward CPA will be considered.
- Bachelor's degree in Commerce, Accounting, Business Administration, or a related discipline; candidates with extensive work experience in lieu of a degree will be considered.
- Minimum five (5) years of progressively responsible accounting or financial management experience.
- Demonstrated experience owning and managing the general ledger, balance sheet, and supporting financial schedules.
- Advanced proficiency with Microsoft Excel and financial data analysis.
- An equivalent combination of education and experience may be considered.

Preferred Qualifications and Experience

- Experience working with the Finance team in a local government or public sector environment.
- Experience with asset management, strategic planning and project management.
- Familiarity with legislation of the *Local Government Act* and the *Community Charter*.

General Work Expectations & Conditions

- Normal work week is 35 hours per week; flexibility in terms of work hours required.
- Attendance at evening meetings as required.
- Sufficient physical ability to work in an office setting and operate office equipment.
- Eyesight must be in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
- Hearing must be in the normal audio range with or without correction.