

MANAGER, FINANCIAL PLANNING & REPORTING

EXEMPT (Y/N):	Yes	DIVISION:	Finance
SALARY LEVEL:	Exempt Grid	DEPARTMENT:	Corporate Services
LOCATION:	Field Road	SUPERVISOR:	Chief Financial Officer
APPROVED BY:	Chief Financial Officer	DATE:	June 2021
<i>Replaces: New</i>		<i>DATE: n/a</i>	

SUMMARY: Responsible for planning, coordinating and overseeing the preparation of financial reporting for the Sunshine Coast Regional District (SCRD) and the Sunshine Coast Regional Hospital District (SCRHD) including financial plans, statutory annual reports, capital project accounting, grant program funding and implementation of new accounting standards. Responsible for accounting systems related to financial reporting and ensuring compliance with reporting standards.

KEY RESPONSIBILITIES include:

1. Plans, monitors, evaluates, controls, and supervises the budgetary and staff resources allocated to the Financial Planning and Reporting section of the Corporate Services Department.
2. To act as the lead for the preparation of annual financial reports for the SCRD and the SCRHD ensuring compliance with the Public Sector Accounting Standards. Prepares for, supports, and follows up on external auditors.
3. Prepares statutory financial reports in compliance with Ministry reporting requirements and other reports as required.
4. Oversees the preparation of the budget/financial plans and associated Bylaw information for the SCRD/SCRHD.
5. Responsible for preparing the annual tax requisitions for the SCRD and SCRHD and coordinating a variety of bylaw programs related to special purpose revenue charges.
6. Assists with the management of the District's investment portfolios.
7. Provides advice and direction with respect to establishing new services, debt financing, and other related financial matters, including assisting with and/or preparing a variety of complex bylaws.
8. Works closely with the Asset Management division on capital asset accounting, rate setting which integrates to the long-term financial planning process.
9. Oversees grant program accounting and assists divisions with the preparation of grant applications and reporting, including required annual reports with respect to grant funding programs.
10. Prepares complex financial analyses and written reports for the Manager, Board of Directors, Committees, and other departments as required.
11. Prepares quarterly and annual financial statement variance reports for the Board, advises managers/departments of these variances.

TYPICAL ACTIVITIES include:

1. Recommends appropriate policies and procedures to govern the Financial Planning and Reporting section of the Corporate Services Department and prepares procedural statements in support of approved policies.

2. Ensures that appropriate organizational financial controls with respect to financial reporting are developed.
3. Coordinates and provides advice and direction to all departments regarding the preparation of budgets and financial plans, oversees the preparation of financial plans, and prepares individual budgets as required.
4. Provides day-to-day supervision to financial services staff, participates in or leads selection of staff, reviews performance, provides performance feedback, and addresses disciplinary matters as required.
5. Responds to public inquiries according to approved procedures, representing the Regional District at public and agency meetings and on corporate committees as required.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- A Bachelor's degree in Accounting, Commerce, or Business Administration.
- CPA designation (formerly CGA, CMA or CA).
- Minimum of five (5) years' related accounting experience in a role requiring extensive analysis of financial information in a complex organizational environment, preferably in local government or the public sector.
- Preference may be given to supplementary experience in accounting policy/procedure documentation and implementation and knowledge of PSAS (Public Sector Accounting Standards), *Local Government Act*, *Community Charter*, *Financial Information Act*, and *Hospital District Act* in a local government setting.

OTHER SKILLS/KNOWLEDGE/ABILITIES

- Working knowledge of complex software and financial systems.
- Strong organizational and leadership skills.
- Ability to work within deadlines, handle multiple tasks and successfully meet challenges.
- Ability to communicate effectively with staff, Board members and the public, maintaining a strong customer focus.
- Advanced level of proficiency with Microsoft Excel
- Ability to manage priorities and work within deadlines, handle multiple tasks and successfully meet challenges.
- Strong problem-solving ability.