

CHIEF FINANCIAL OFFICER

UNION OR EXEMPT: Exempt**SALARY LEVEL:** Exempt Level 10**LOCATION:** Field Road**APPROVED BY:** Chief Administrative Officer**DEPARTMENT:** Corporate Services**SUPERVISOR:** Chief Administrative Officer**UPDATED:** November 2025*Replaces: GM Corporate Services/CFO**Previous Version: June 2018*

SUMMARY: Reporting to the Chief Administrative Officer (CAO), this senior leadership role serves as the statutory financial officer for both the Sunshine Coast Regional District and Hospital District, as appointed by the Board under the Local Government Act. Responsible for the overall leadership of the Corporate Services Department, the position oversees financial planning and management, budget development, accounting and reporting, payroll, purchasing, asset and risk management, and information technology services, including GIS. All financial functions are carried out in accordance with relevant legislation and professional accounting and auditing standards.

KEY RESPONSIBILITIES *include:*

1. Performs or oversees statutory functions of financial administration for the Sunshine Coast Regional District (SCRD) and the Sunshine Coast Regional Hospital Board, subject to Board appointment.
2. Provides recommendations to the Board's Corporate and Administrative Services Committee and other committees as required.
3. Provides professional leadership to managers as needed regarding financial policy development, implementation and interpretation. Oversees specific policy development initiatives, such as purchasing and risk management.
4. Participates as a member of the senior management team in the development of strategic and corporate goals and objectives.
5. Manages divisional staff or direct reports in the management of staff, including administration of collective agreement, policies and procedures, staffing and conflict resolution. Manages staff in accordance with the corporate performance management program.
6. Provides administrative support to the Sunshine Coast Regional Hospital District Board.
7. Serves as CFO and is accountable for the financial stewardship of the organization.

TYPICAL ACTIVITIES *include:*

1. Attends Board of Directors' meetings and provides input on request. Prepares reports, briefs, plans and background documentation as required for Board consideration or approval. Ensures that the CAO and/or Board members are always briefed on all relevant financial and other corporate matters.
2. Initiates actions required by the Board and coordinates and monitors assigned tasks emerging from the meetings. Such actions may include initiating special projects such as preparation of financial forecasts and models.
3. Prepares five-year financial plans and models, directs the preparation of the annual operating

and capital budget, monthly and year-end financial reporting and management of Regional District investments and reserves in accordance with Public Sector Accounting Board ("PSAB") requirements.

4. Directs the review and evaluation of financial systems and internal controls. Monitors the departmental budget and approves expenditures within approved policy and budget.
5. Coordinates activities of the Finance Division, ensuring that services are provided in a safe, efficient and cost-effective manner. Holds divisional meetings on a regular basis.
6. Provides recommendations to the CAO on matters that are interdepartmental in nature, such as corporate communications, labour relations, human resources and use of facilities. Facilitates a team approach within own department and corporately.
7. Ensures the appropriate staffing levels for service delivery in the division. Makes final hiring decisions on staffing at mid management/supervisory level. Reviews performance of designated staff and provides performance feedback. Provides input to CAO on corporate staffing issues and concerns at the mid-management/supervisory level.
8. Ensures appropriate administration of the collective agreement and bylaw provisions. Promotes a positive labour relations climate. Is responsible for handling grievances for department staff in the bargaining unit and acts as a resource to divisional managers in conflict management and resolution.
9. As designated by the CAO, may represent the SCRD at the intergovernmental level.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Chartered Professional Accountant (CPA) designation (formerly CGA, CMA, or CA) or Chartered Financial Analyst (CFA) designation.
- Bachelor's degree in Accounting, Commerce, Finance, Business Administration, or related field.
- Ten (10) years of increasingly responsible relevant experience in financial administration, with experience in local or regional government.
- Experience in management of staff, preferably in a unionized environment
- Comprehensive background in business/information systems including financial/accounting systems
- An equivalent combination of education and experience may also be considered.
- Successful completion of a Police Information Check (PIC).
- Valid BC Class 5 Driver's license.

OTHER SKILLS/KNOWLEDGE

- Extensive knowledge of Public Sector Accounting Standard (PSAS), Local Government Act, Community Charter, municipal finance regulations and Enterprise Resource Planning (ERP) systems for financial planning.
- Knowledge of public sector accounting and auditing principles.
- Presents complex financial data in a clear, user-friendly manner for diverse audiences.
- Manages conflicting deadlines and handle multiple tasks successfully.
- Advanced knowledge of complex software and financial systems.
- Advanced project management, contract administration and leadership skills.
- Ability to deal effectively with staff, Board members and the public with tact and diplomacy.
- Facilitates and supports financial sustainability initiatives so residents and businesses can continue to receive high quality service and provide a legacy for future generations
- Models and facilitates collaborative leadership both internally and externally with local communities Ensures compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.

- Required to attend Board and committee meetings and other public meetings on a regular basis.
- Excellent organizational, time management and priority assessment skills especially while under pressure.
- Highly organized with strong attention to detail and a sensitivity to the political and organizational environment.