



JOB OPPORTUNITY

Finance Manager Full-Time Exempt Position

Located in the beautiful upper Fraser Valley, the Resort Municipality of Harrison Hot Springs is a friendly community with beautiful beaches, a vibrant cultural scene, and a balanced urban-rural lifestyle. Nestled against the picturesque Coast Mountains and beautiful Harrison Lake, Harrison is only 90 minutes away from Vancouver, an hour from the Abbotsford Airport and within an easy drive of local ski hills. Harrison is a small community with a population varying from 1500 year-round residents to summer populations numbering in the thousands. The Village Office is a busy place with a small staff that administrates an annual operational budget of approximately \$5,000,000 in addition of major capital projects, which often have short time lines and complex financing from several sources. Due to a pending retirement, Harrison is seeking an enthusiastic and versatile individual to join our management team as our new Finance Manager.

The Finance Manager is one of four managers reporting to the Chief Administrative Officer, and is responsible for fulfilling the duties of the Financial Officer as designated in Section 149 of the BC Community Charter. The Finance Manager is assisted by a Finance Clerk and, working closely with other departments, is responsible for financial planning, budget management, revenue collections, purchasing systems, and providing accurate and timely financial information to the management team and to Council. This work includes the development of capital and operational plans, the Five-Year Financial Plan, the annual Tax Rates Bylaw, yearly Financial Statements and the annual Statement of Financial Information in accordance with Provincial and Federal legislation, including Public Sector Accounting Board (PSAB) standards. The Finance Department also administrates payroll and benefits and duties related to Human Resources.

This position would suit an individual with considerable financial experience within a municipal or regional district setting, who is looking to move their career forward or to an established Financial Officer wanting to take on the oversight of a small but busy community. The successful candidate will be an individual who thrives in a busy work environment, is self-motivated and enjoys working with people. This position requires sound project management skills and experience in effectively and efficiently managing multiple projects and initiatives. The Manager must be able to work flexible hours including evenings to attend council or community meetings as required.

The ideal candidate will be a results-oriented team player with the following knowledge and skillsets:

- Substantial (5+ years) experience in financial management with considerable related experience at a management level in a local government setting
- Extensive knowledge of generally accepted accounting principles (GAAP) & PSAB Standards
- Extensive knowledge of local government legislation and other legislation governing financial activities
- Understanding of financial controls, risk management, and insurance issues
- Familiarity with payroll and benefits administration in a union environment
- Considerable knowledge of purchasing law, practices and procedures

- Exceptional interpersonal, communication, presentation, problem solving and decision-making skills
- Ability to effectively plan and manage a multi-function department
- Ability to effectively lead, coach, and motivate staff in a team environment
- Preference may be given to candidates with Human Resources expertise and/or O H & S training
- Criminal Records Check may be required

The Village is prepared to offer a competitive salary and an excellent benefit package commensurate with experience. Qualified candidates are invited to submit an application in confidence by Wednesday, **February 16, 2022 4:00 pm Pacific Standard Time** to:

Madeline McDonald, Chief Administrative Officer

Village of Harrison Hot Springs

PO Box 160, 495 Hot Springs Road

Harrison Hot Springs, BC V0M 1K0 Or via e-mail at mmcdonald@harrisonhotsprings.ca

