

## ***JOB DESCRIPTION***

**Position Title :** CHIEF FINANCIAL OFFICER **Position #A002-18**  
**Dept/Branch :** Administration – Accounts Office  
**Reports to:** Chief Executive Officer  
**Position Supervises:** Payroll Administrator, Accounting Clerk I

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### **I. Position Summary**

The Chief Financial Officer performs complex administrative, supervisory, and professional accounting work at the senior management level. The incumbent is responsible for planning and directing fiscal administration for the Library, providing leadership and direction to assigned financial and administrative support services (Accounting, Property Acquisition and Maintenance, Wage and Benefit Administration), and preparing the annual budget and overseeing expenditure control.

In addition, as a member of the Management Team, the incumbent participates in overall library management and policy formation, attends Library Board meetings and provides the financial specialist point of view. The work is performed within guidelines, policies, and accepted accounting practices, but considerable independence in exercising judgement is accorded and expected of the incumbent in all phases of the work. Sensitive issues are discussed with the Chief Executive Officer before taking action.

Performance is evaluated by the Chief Executive Officer in terms of achieving mutually established goals, objectives, management effectiveness, and the quality of judgement, communications, human relations, timeliness and accuracy in financial reporting, recommendations brought forward, and team work developed.

### **II. Accountabilities**

#### **A. Financial**

1. Acts as chief advisor to the Chief Executive Officer on all financial matters affecting long and short-term needs of the library, including budgeting, audit and accounting matters.
2. Plans, schedules, co-ordinates and directs the preparation of annual operating and capital budgets. Assists management, co-ordinators and senior department heads with the preparation of annual operating and capital budgets. Monitors progress of budgeting process and capital budgets. Monitors progress of budgeting process to ensure schedules are being met. Makes budget presentations to the Board.
3. Advises and recommends financial policies and budgetary procedures and oversees their implementation.
4. Through accounting and fiscal management procedures, financially administers the approved operating and capital budget.
5. Participates in, and advises during negotiations for financial agreements.
6. Costs any proposals for the library's negotiating team during negotiations for collective agreements.

7. Manages, co-ordinates and administers the library's risk management program, including tendering, evaluating library needs and maintaining contact with broker or agent.
8. Manages the investment of all library funds.

**B. Accounting**

1. Administers the day-to-day affairs of Accounts Receivable, Accounts Payable and Payroll. Substitutes for absent staff.
2. Prepares financial statements, reports and analysis on financial affairs as required by the Chief Executive Officer. Oversees annual audit and ensures all required financial reporting requirements are completed and filed.
3. Manages the receipt, deposit and recording of all library funds.
4. Reviews, analyses, design and recommend accounting and financial procedures, systems and controls. Recommends changes and improvements and implements those approved.
5. Directs and co-ordinates the disbursement of accounting and payroll funds according to approved financial policy.
6. Ensures that accounting software and hardware are maintained.
7. Prepares tenders.
8. Conducts or directs such internal checks and audits as may be required.
9. Keeps currently informed of economic and business trends and financial budgetary and accounting techniques.

**C. Facilities**

1. Negotiates and administers leases and facility maintenance contracts, and oversees repair and maintenance, for all library buildings.
2. Develops annual operating and capital budget estimates for the maintenance of library buildings.
3. Develops, recommends and implements policies for the operation of the Facilities function.

**D. Purchasing**

1. Develops and administers an effective program of controls to ensure the integrity of the purchasing function.
2. Develops, recommends and implements policies for the operation of the Purchasing function.
3. Approves purchase orders and payments.
4. Working with other members of the management team, select purchases and approves capital equipment purchases, including furnishings, vehicles and equipment.

**E. Administration**

1. Provides strong leadership to the staff for the utilization of creative and responsible approaches to the development and delivery of department services.
2. Develops, co-ordinates and organizes the Accounts Department to ensure efficiency of operation; provides leadership and guidance to staff and encourages their personal and professional development; promotes the establishment of good working conditions; and fosters the concept of delegation of authority and assumption of responsibility within a team environment.
3. Selects, supervises and develops all staff reporting to the position.
4. As a member of the Management Team, contributes to the formulation of objectives, policies, plans and programs needed to operate the library successfully in the long term.
5. Attends Board, Finance Committee and other meetings at the direction of the Chief Executive Officer and provides input as required. Is the principal staff contact for the Finance Committee.
6. Maintains effective working relationships with all departments and the Board.
7. Participates in special programs and projects as assigned. Participates as a member on internal library committees and teams.
8. Represents the Employer on various labour/management committees.
9. Provides training for staff on budgetary and financial systems and procedures.
10. Submits pertinent reports as required.

**F. External**

1. Maintains contacts with Municipal and Regional District treasurers and administrators to keep informed of municipal fiscal situations. Keeps abreast of current developments in the management of library operations.
2. Endeavours in all activities and associations to promote the goodwill of others towards the library.
3. Together with the Chief Executive Officer, make annual visits and presentations to Municipal Councils and Regional District Boards.
4. Respond to finance-related queries from the public, as required.

**G. Others**

1. Provides advice and council, and performs other duties as directed by the Chief Executive Officer.

**III. Working Conditions**

Works in an office environment. Travels to branches and meeting sites.

#### IV. Job Specification

**1. Education**

Undergraduate degree in business related discipline and a CPA designation.

**2. Related Experience**

Minimum seven (7) years' experience in accounting and financial management positions.

**3. Other Requirements**

- Demonstrated analytical skills.
- Excellent human relations, communication and organizational skills.
- Considerable expertise in configuring financial and statistical turnkey software packages.
- Thorough knowledge and understanding of accounting principles and practice and budget planning, development and administration, preferably in a public sector environment.
- An understanding of modern labour relations practices and collective bargaining agreements.
- Demonstrated leadership and management skills.
- Demonstrated ability to work calmly, creatively and flexibly in a complex system when under pressure or in emergency situations.
- On-going post-secondary level education in management disciplines.
- Valid BC driver's licence.
- Must have own vehicle.
- Considerable experience in building management.

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**Drafted by:**

Carla Phillips, Director of Human Resources

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Date:

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**Approved by:**

Don Nettleton, Chief Executive Officer

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Date:

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**INPUT PROVIDED BY:**

<b>Name</b>	<b>Position</b>	<b>Location</b>
Don Nettleton	Chief Executive Officer	Headquarters